

LEST 2012 TOURNAMENT BOOKLET GUIDELINES

Each year Concordia University puts together a Tournament Booklet that contains tournament schedules, maps, tournament information, as well as picture pages from each of the schools that are participating in the LEST. These Tournament Booklets are sold at various sites throughout the LEST weekend.

Each school is invited to submit one or two pages (two pages is the maximum for each school unless prior arrangements are made with the LEST Director) to be included in the Tournament Booklet. Each school prepares their own pages and sends them to Concordia University to be included in the Tournament Booklet. The deadline for sending your pages to the LEST Director is January 1st.

It works best if the pages are sent in digital files by e-mail or on a thumb drive, CD, or DVD. PDF format is best, but Word and Publisher files can also be included, although we cannot ensure that the layout will remain the same in these formats. There are free software programs available that convert Word and other files to PDF files, such as CutePDF (available at www.cutepdf.com). Most schools should be able to find a staff member, parent, or even a student who would have the computer knowledge to put together the school's pages in digital format. If not, please contact the LEST Director for further directions.

Here are the requirements for submitting your school's pages:

- Page Size: 8.5 x 11 inches with a ¼ inch margin around each page. There should be no pictures or text in the ¼ inch margin, so the actual artwork size is 8.25 x 10.75 inches.
- Quantity: Each school is allowed a maximum of two pages (unless prior arrangements are made with the LEST Director) - one page is fine as well.
- Color: Pictures can be in full color, but black and white is OK as well.
- Quality: **High resolution photos are a must!** 300 dpi is best - 72 dpi from a website will not work.
- File type: Send digital files. PDF works best (We can work with Word or Publisher files, but we cannot guarantee that the page layout will remain the same when the files are opened and put into the Tournament Booklet.)

Please contact the LEST Director if you have any questions about the pages for the Tournament Booklet.