**2020 CARAVANSERAI INSTRUCTIONS**

Complete the submission worksheet included in this package and keep a copy for your records.

At the top of the page, enter the dog’s full name with all titles earned by Dec 31, 2015.

1. Choose the type of page you are preparing:

Formatted individual dog page

Formatted memorial page

Introductory kennel page

Custom page

**FORMATTED INDIVIDUAL DOG PAGE**

1. Locate your photo and send at the same time as your text:

 a) ***Preferred method 1:*** An original digital file named as example below.

 b) ***Preferred method 2:*** Scan at 300 dpi and save as JPEG with maximum quality. Name file as example below.

*File should be named with your last name, dog’s name without titles and the word “photo” at the end. Send via e-mail (make sure your mail program does NOT condense photos) using the nomenclature below. Or, put on a CD and send via USPS.*

**Owner’s name-name of dog-photo**

 c) Send the actual photo via USPS – We will be happy to scan your photo and return it to you. Be sure to label

 the back with the dog’s name AND your name and address.

**Owner’s name-name of dog- TEXT**

2. Compose the text elements of your page. In the subject of an e-mail message, or as the name of a text file, use this format –your last name, the dog’s full name without titles and the word “text” at the end:

 Provide your pedigree: ***Preferred method:*** You may provide just the sire and dam, we will check the Saluki data base and

 complete the pedigree. You may scan a typed pedigree and send via e-mail.

3. Provide the remainder of required information in the order on the worksheet. *Don’t forget to check off the items* on the worksheet as you complete them.

*And, don’t forget – all achievements and titles listed* ***must have been accomplished or awarded*** *during the period covered by this Caravanserai:*  ***January 1, 2016 through December 31, 2020***

4. ***Optional:*** Write a paragraph about the dog – approximately 135 words.

 a) This is a good place to reference past volumes for ***achievements prior to January 1, 2016***.

 b) Mention littermates.

 c) Mention all the titles in pedigrees which have been condensed to “Multi Ch.”

 d) Describe your breeding program, etc.

 e) The options are almost endless – except for the time frame AND the dreaded word count 

**INTRODUCTORY KENNEL PAGE**

1. Locate your photo or very good copy of your logo and send at the same time as your text:

 a) See “formatted memorial half page,” sections 1a and 1b above for preferred methods of submission

 b) Name the file using your last name, your kennel name and the word “kennel” at the end.

**Breeders name-Kennel - photo**

 c) Send the actual photo or logo original artwork via email –

2. Provide your contact information and name the file as above with “text” at the end.

**Breeder’s name Kennel Text**

***Continued on the back.***

**FORMATTED MEMORAIL HALF PAGE**

1. Locate your photo and send at the same time as your text:

 a) ***Preferred method 1:*** An original digital file named as example below.

 b) ***Preferred method 2:*** Scan at 300 dpi and save as JPEG with maximum quality. Name as example below.

*File should be named with your last name, dog’s name without titles and the word “photo” at the end. Send via e-mail (make sure your mail program does NOT condense photos) using the nomenclature below. Or, put on a CD and send via USPS.*

**Owner’s name – name of dog -Photo**

2. Compose your text. In the subject of an e-mail message, or as the name of a text file, use this format – your last name, the dog’s full name without titles and the word “text” at the end:

 **Owner’s name- name of dog –Text**

3. Provide the remainder of required information in the order on the worksheet. *Don’t forget to check off the items* on the worksheet as you complete them.

4. ***Optional:*** Write a paragraph about the dog – approximately 120 words.

 a) This is a good place to reference past volumes for achievement ***prior to January 1, 2016***.

 b) Mention littermates.

 c) Share those very special moments that you will never forget.

**CUSTOM PAGES**

1. Simply provide the following:

 a) Your photo(s) via any of the methods mentioned previously.

 b) Text, dog names, owners, etc. Please provide registered names for all dogs even if you only want call names in the advertisement. The index will be by registered dog names and owners.

 c) Any background or theme color you prefer (or should be avoided)

 d) Have a special font? Send the name and we will do our best to find it or something very close to it.

2. Have an idea for the layout? Send us a rough layout and the staff will fine tune it for you. No ideas? Not a problem. Our staff is here to design for you.

3. Have your own graphic artist? We will happily (and gratefully) accept camera ready pages.

a) Page size 8-1/2 x 11 with 1/2” live area / Bleeds require 1/8” off the edges with a final size of 8-3/4 x 11-1/4 for a full bleed /Artwork in CMYK at 300-400 dpi.

b). We can accept these formats – Photoshop, TIFF, JPEG (maximum quality or no compression), Page Maker, Publisher, InDesign, PDF – just about anything you send us! We also have a Drop Box account for easy uploading of your files.

**Finally, complete your order form and send to one of the addresses on the form:**

 **Deadline April 15, 2021**

1. Marie Palmqvist –Editor –All submissions should be emailed to - marie@tazim.se

2. Nancy Leising – Caravanserai coordinator – 2020Caravanserai1@gmail.com - contact for questions or additional information