



COOKBOOK CHECKLIST

- [] 1. Once you have collected your recipes, organize them by sorting them into their appropriate categories.
- [] 2. Check over your recipes, making sure the recipes are correct and in the proper category. Remember, if you miss an ingredient we probably won't realize it's missing. We can only type the recipes the way we receive them and have no way of knowing if they should have been worded differently.
- [] 3. At this point, enclose your recipe collection sheets in your recipe category envelope. We will typeset and print the recipes as we receive them. Please arrange them in the order you wish them printed with the categories, alphabetizing, if you wish, by recipe name. If you have decided to have someone with artistic ability in your organization design the dividers, the artwork should be enclosed in the appropriate envelope.
- [] 4. Now, you should fill out your green cover info sheet. If you are submitting your own artwork or wish us to design the cover based on your ideas or theme, you should attach the artwork or ideas for the cover to the **green cover info sheet**.
- [] 5. Finally, fill out your **blue special page sheets**. Please fill out one special page sheet for each special page you wish to include, such as Dedication Page, Committee Page, History, Special Poems, Prayers, or a Photograph. You may have other ideas for your special pages.
- [] 6. When steps one through five are completed, it is time to fill out your **tan cookbook order sheet**. Make sure all pertinent information has been included.
- [] 7. Your material is now ready for mailing. Be sure to package the material securely in a durable box. We advise that you insure the material through the post office or send by U.P.S.