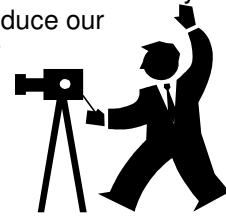


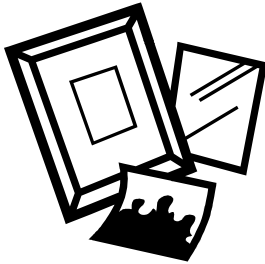
Dear Assumption Parish,

We are excited to announce that we will begin the process of producing a new church directory. The intent of a new directory is to help us put names and faces together. Introduce our church to the community, preserve this time in our church's history and tell our story to new church families. In order to achieve these goals we need your help to make a new directory a complete representation of our church family.



We have selected Universal Church Directories to guide us through the directory process and to provide the directory program at no cost to the church. Universal Church Directories offers a customized directory program tailored to meet the needs of our congregation and provides the finest family portraiture utilizing the latest digital technology.

All photography will take place at our church for your convenience. Immediately following photography, you will review your images and select a pose for the directory.

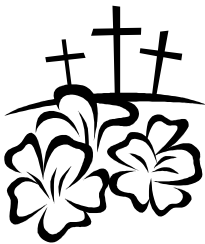


Each family that is photographed and selects a directory pose will receive a complimentary 8x10 portrait and a directory. You will have the opportunity to purchase additional professional photographs to share with family and friends with *no sales pressure from company representatives*.

Universal offers a variety of backgrounds, portrait sizes, finishes and frames. They accept cash, checks, VISA, Mastercard and Discover on the day of photography.

When you are contacted by Universal Church Directories, please schedule your photography appointment time. Parish council members will also be available before and after masses to schedule you in person. See **Page 2** if you wish to schedule your appointment **online**.

Our dates for photography will be: **May 6th, 7th, 8th and June 17th, 18th, 19th**. Thursday and Friday hours are 2:30 p.m. - 9:00 p.m. and Saturday hours 10:30 a.m. - 5:00 p.m.



Scheduling starts Easter Weekend before and after Masses.

Please join us in celebrating our church families and enhancing our sense of community within the church by participating in our directory program.

Your Parish Council and Church Directory Committee Chairperson Darlene Gerber

ONLINE SCHEDULING INSTRUCTIONS FOR FAMILY APPOINTMENT SETTING

- ✧ Go to the Universal Church Directories website (www.ucdir.com)
- ✧ Click on the sunburst icon
- ✧ Enter your church code **OH1070**
- ✧ Enter your church password **assumption**
- ✧ Click on the Enter button
- ✧ Click on the desired photography date
- ✧ Click on the Reserve Time button beside the desired photography appointment time
- ✧ Enter the appropriate information in all required fields (indicated by red asterisk)
- ✧ Enter your email address if a confirmation email is desired
- ✧ Click on the Schedule Appointment button at the bottom of the screen to reserve the photography appointment time in your family's name
- ✧ Print the next screen to use as a reminder of your family's photography appointment
- ✧ **Contact your church's online scheduling administrator to change or cancel your photography appointment**

Darlene Gerber
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440-466-3181