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FOR  
MORE

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# BIG CAMP 26

SUBMISSION GUIDELINES



# BIG CAMP BOOKLET DEADLINES

04  
DEC

## CONTENT SUBMISSION DEADLINE

Please ensure that all your tent program, workshop, or advertisement information is submitted by this date. This is essential for us to meet all subsequent deadlines and guarantee your content is included.

16  
FEB

## FIRST DRAFT REVIEW

Please carefully review the draft pages relevant to your event, tent, or division. This is the first revision round, so submit any changes or additional content at this stage.

23  
FEB

## SECOND DRAFT REVIEW

Review the second draft, paying close attention to details for your event, tent, or division. It is your responsibility to check for any errors or omissions. This is the second revision round, and any additional content or changes need to be submitted by this date.

**Extra content submissions received after this date may not be included in the booklet or could have limited layout options.**

04  
MAR

## THIRD DRAFT REVIEW

This is the final review round. Check your pages thoroughly for any remaining errors or adjustments and submit your final approval.

**No new content additions will be accepted at this stage—only corrections or final changes.**

09  
MAR

## SEND TO PRINT

The booklet will be finalised and sent to the printer. No further changes or content additions will be accepted after this date.

# REQUIRED INFORMATION

## TENT PROGRAMS

We need the following from each Tent Leader to prepare the Big Camp booklet and timetable.

**Please make sure you submit everything by the outlined deadlines.**

### NAME OF KEY PRESENTER(S)

- ✓ The full names of the key presenters leading your tent programs.

### PHOTOS OF KEY PRESENTER(S)

Please provide high-resolution photos of each presenter.

**These images should be:**

- ✓ At least 150 dpi (dots per inch).
- ✓ Sharp and clear (no blurry or grainy images).
- ✓ Photos should feature the presenter only, with no other people or distracting elements.
- ✓ The image file size should be no smaller than 1MB to ensure print quality. Ideally, photos should be in JPEG format, with a file size between 1MB to 3MB. This size will ensure the photo prints clearly in the booklet.

### 80-100 WORD BIO (MAX)

- ✓ A short bio of each presenter (max 100 words). If the bio exceeds this length, we will potentially need to shorten it.

### PROGRAM SCHEDULE

Provide the schedule for your tent's programs & activities, including:

- ✓ Dates
- ✓ Times
- ✓ Name of program or activity
- ✓ Location (if not in your tent)

This information will be used for the main timetable in the booklet, so please ensure accuracy.

### Example Request to Presenters:

Dear [Presenter's Name],

For the Big Camp booklet, we need a high-resolution photo of you. Could you please send a clear, sharp image of yourself (at least 150dpi), with a file size between 1MB and 3MB? The photo should only include you and no other distractions in the background.

Thank you for helping us put together an excellent booklet!

# REQUIRED INFORMATION

## WORKSHOPS

If you are planning to run a workshop at Big Camp this year, we need the following details to include in the Big Camp booklet.

**Please make sure you submit everything by the outlined deadlines.**

### NAME OF THE WORKSHOP

- ✔ The official title of your workshop.

### 80-100 WORD DESCRIPTION

- ✔ Provide a brief but informative description of your workshop. This should explain what the workshop is about and what attendees can expect. If the description exceeds this length, we will potentially need to shorten it.

### NAME OF PRESENTER(S)

- ✔ List the full name(s) of the presenter(s) conducting the workshop.
- ✔ 80-100 word Bio of Presenter if applicable

### WORKSHOP SCHEDULE

- ✔ Include the dates, times and location of the workshop.

### ADVERTISEMENT SPACE (OPTIONAL):

- ✔ If you require space for an advertisement for your workshop in the booklet, please advise us as soon as possible.
- ✔ If you need this advertisement designed, you will need to provide the content (text) and any images you wish to include. (See next page for details)

We can assist in creating a professional design that aligns with the overall booklet.

# REQUIRED INFORMATION

## ADVERTISING

We will only be including advertisements for events and initiatives directly related to Big Camp in the booklet.

### ADVERTISEMENT DETAILS

- ✔ **If you have your own designer**, please note that the booklet will be A5 size (with a 3mm bleed).
- ✔ **If you need an advertisement designed**, provide the content (text), imagery, and any specific instructions.

### LIMITED SPACE FOR ADVERTISING:

- ✔ Please note that advertising space is limited. If you indicate you would like to include an advertisement, we will try our best to reserve space for you. Once the booklet is roughly laid out, we will inform you of the available ad size to work within.

## TENT THEME DESIGN

We are happy to design a theme/logo for your tent or division program.

### PLEASE PROVIDE THE FOLLOWING INFORMATION IF YOU REQUIRE OUR HELP

- ✔ The theme title
- ✔ What you require, for example:
  - ✔ Apparel (T-shirt, Jumper, Hat)
  - ✔ Tent Signage or Backdrop
  - ✔ PPT Templates
  - ✔ Call to Action cards

## POSTERS

We are happy to design posters for workshops or other Big Camp events. These will be created in A3 size as the standard and can be adapted for screen use if needed.

### PLEASE PROVIDE THE FOLLOWING INFORMATION IF YOU REQUIRE A POSTER

- ✔ Time, date, and location of the event.
- ✔ Price (if applicable).
- ✔ Description of the event or workshop.
- ✔ Any imagery or design direction you'd like us to follow.
- ✔ Additionally, let us know if you need the poster in a screen-friendly format.

# SUBMISSION CHECKLIST

Please ensure you provide the following information by the specified deadlines to guarantee inclusion in the Big Camp Booklet:

## FOR TENT LEADERS

- Name of Key Presenter(s)
- Photo of Presenter(s)
  - ✔ Requirements: High-resolution, sharp, in-focus photo of presenter(s) only, minimum 150dpi, file size at least 1MB (JPEG or PNG format).
  - ✔ Example: A well-lit headshot, or a clear image of the presenter speaking at a past event.
- 80-100 word Bio of Presenter(s)
  - ✔ Max 100 words, or it could be shortened.
  - ✔ Example: Brief background, experience, and any relevant work or achievements.
- Program Schedule for Tent
  - ✔ Include the date, time, and name of each program item for the timetable.
- Advertisement Request (Optional)
  - ✔ Let us know if you need space in the booklet for an advertisement related to your tent and provide content/images if required.
  - ✔ Please note that space for advertisements in the booklet is limited. As a result, we may not be able to accommodate all requests.
- Theme Design Request
  - ✔ Provide all information for the theme & what you require

## FOR WORKSHOP ORGANISERS

- Workshop Name
- 80-word Description of Workshop
- Name of Workshop Presenter(s) & 80-100 word Bio of Presenter if applicable
- Workshop Schedule
  - ✔ Include date(s) and time(s) for the workshop.
- Advertisement Request (Optional)
  - ✔ If you need an advertisement, please provide content and images by the deadline.
  - ✔ If you need advertisements designed, please advise asap.

## POSTER REQUESTS (OPTIONAL)

- Details for Poster Design
  - ✔ Provide all information for the poster: event/workshop name, date, time, location, description, and any images/logos.
  - ✔ If you need the poster for both print (A3) and digital formats (screen size), let us know.

## IMPORTANT NOTES

Submit all information and materials by emailing [NNSWCommunication@adventist.org.au](mailto:NNSWCommunication@adventist.org.au).

04  
FEB

## FINAL CONTENT SUBMISSION DEADLINE

*Submissions received after this date may not be included in the booklet or may be limited in layout options.*

GOOD

# SUBMISSION EXAMPLE

## WORKSHOP DETAILS:

**Workshop Name:** “Navigating Life’s Transitions”

**Workshop Description (79 words):** In this insightful and interactive workshop, Dr. Emily Green will guide young adults through the often-challenging transitions of life, such as career changes, relationships, and personal growth. With practical tools and a faith-centered approach, attendees will learn how to embrace change and move forward with confidence. Dr. Green brings a wealth of experience in counseling and youth mentoring, making this a valuable session for anyone looking to navigate life’s next chapter.

**Workshop Presenter:** Dr. Emily Green

### Workshop Schedule:

Monday to Friday, 2:30 PM – “Navigating Life’s Transitions” in the Young Adults Tent.

### Presenter Bio (98 words):

Dr. Emily Green is a licensed counselor and youth mentor with over a decade of experience helping young adults find their purpose and navigate life’s challenges. She holds a Ph.D. in Clinical Psychology and specializes in helping individuals through significant transitions such as career changes, relationships, and faith journeys. Dr. Green has worked with various organizations and churches, offering workshops, one-on-one counseling, and motivational speaking. She is passionate about empowering young adults to live authentically and courageously in their faith, and she is excited to share practical strategies during Big Camp.

### Presenter Photo:

File: “Emily\_Green\_Headshot.jpg”

Size: 1.5MB, JPEG, 300dpi

Description: A professional, warm headshot of Dr. Emily Green smiling in front of a bookshelf backdrop.

## ADVERTISEMENT REQUEST:

**Content:** A half-page ad promoting Dr. Emily Green’s “Navigating Life’s Transitions” workshop, which will be held daily at 2:30 PM in the Young Adults Tent. Include a brief description of the workshop, time, and location, as well as a graphic related to life transitions (attached).

**Images:** “Transitions\_Ad\_Graphic.jpg” (300dpi, 1MB)

**Size Preference:** Half-page (A5 booklet)

## POSTER REQUEST:

**Event:** “Navigating Life’s Transitions” Workshop

**Presenter:** Dr. Emily Green

**Date/Time:** Monday to Friday, 2:30 PM daily

**Location:** Young Adults Tent

**Description:** Join Dr. Emily Green as she helps young adults explore how to embrace life’s transitions with faith and confidence. Whether you’re facing career changes, relationship shifts, or personal growth challenges, this workshop will provide practical tools for navigating these transitions.

**Imagery/Direction:** Please use the attached “Transitions\_Poster\_Graphic.jpg” as the central image, and include the Young Adults Tent logo. Keep the design clean and professional, reflecting the serious yet hopeful nature of the topic.

**Digital Adaptation:** Yes, please adapt the A3 poster design for screens to be used for digital advertising.