

Report to the People Formatting Checklist

Please read this checklist through **before** you begin your report and check each item off when it's complete to ensure you meet all requirements. For more information on the updated graphic standards for Extension, please [click here](#).

If you have any questions, after reading through the below list, please contact Pamela Holbrook (Staff Assistant, Program & Staff Development) at 859-257-7193 or pamela.holbrook@uky.edu.

Complete	Description	Additional Note
	Download current template from website. Your document will not be accepted if you do not use the proper template.	https://psd.ca.uky.edu/reportstothepeople Templates are in Word and Publisher format.
	Report cannot be longer than 4 pages.	
	Do not make any formatting changes to the items included in the template already , only edit text for content, such as county name, date, and contact information.	
	Choose only one of these fonts to use throughout the body of the report: Avenir Next LT Pro Regular, Mercury Display Roman, Helvetica Neue 55 Roman	If none of these fonts are available to you, please click here for the UK Graphic Standards. There will be Download links within the document and more specifics about the available fonts.
	Use a font size no smaller than 11 for the body of the report.	
	Use no form of Word Art or effects to format text or headings (i.e., shadows, 3-D, or gradient).	If you have a question as to whether or not a format meets this guideline, please contact Pamela Holbrook at pamela.holbrook@uky.edu .
	Headlines and titles of sections need to be: <ul style="list-style-type: none"> • The same font used in the body • No larger than 14 font size • Can be bolded and/or underlined only • Left justified 	
	Include only 1-2 photos per page and ensure they are of a high enough resolution to print clearly.	Image file size is very important. Please use a maximum of 8 images . For more information on compressing image size within your document, click here for Publisher and here for Word.
	Make sure to caption a picture to identify the people or purpose.	Be sure to obtain permission for use of photos when required. Here is more information.
	A page with 1 photo should have a picture no larger than 3"x5". A page with 2 photos should have pictures smaller than 3" x 5"	
	Due Date: December 1 st of each year.	Please upload the original, editable file in addition to a PDF. If you have any difficulty uploading the files, contact pamela.holbrook@uky.edu , do NOT email the files unless specifically directed to.