

DKM MARKETPLACE RESOURCE SUBMISSION CHECKLIST

Word Document Pages:

- Title page
- Overview page with
 - o Main Idea of lesson and/or unit
 - o Suggested schedule
 - o Supplies list

Word Document Formatting:

- 1 inch margins
- Section Titles: 16pt Century Gothic, ALL CAPS
- Body text: 12pt Century Gothic
- Scripture (include translation) in Italics*
- What teacher should say out loud in bold**
- Page numbers in bottom right footer

Graphics:

- Unit/theme title graphic
- Main verse graphic
- All graphics in presentation (1024px x 768 px) or widescreen (1920px x 1080) size in JPG/JPEG format.
- Optional: other graphics included? (social media, blank theme slides, etc.)

Other:

- Optional: Any printables or handouts?
- Optional: Any other media?
- Optional: PDF versions of the lesson with your own creative formatting & fonts?

Wrapping it up:

- Edited for use in any ministry context (removed inside references)?
- Edited for errors and mistakes?
- No copyright infringements?
- All files named correctly?
- All folders named correctly?
- Zipped files under 250MB?

Ready to Submit!

- Submit your resource for approval!
- Give yourself a high five for creating such an awesome resource.