

# DKM MARKETPLACE RESOURCE SUBMISSION CHECKLIST

## Word Document Pages:

- ☐ Title page
- ☐ Overview page with
  - Main Idea of lesson and/or unit
  - Suggested schedule
  - 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
- ☐ "Published by Deeper KidMin" in middle or left-justified footer

## Graphics:

- ☐ Unit/theme title graphic
- ☐ Main verse graphic
- ☐ All graphics in presentation widescreen (1920px x 1080) size in PNG format.
- ☐ Other graphics included? (social media, blank theme slides, etc.)

## Other:

- ☐ Optional: Any printables or handouts?
- ☐ Optional: Any other media? (videos, countdowns, etc.)
- ☐ Optional: PDF versions of the lesson?

## Wrapping it up:

- ☐ Edited for use in any ministry context (removed inside references)?
- ☐ Edited for errors and mistakes?
- ☐ What could make the leader's life easier? (extra graphics, more detailed instructions, etc.)
- ☐ No copyright infringements?
- ☐ All files named correctly?
- ☐ All folders named correctly?
- ☐ Final resource in one zipped folder with all elements?

## Ready to Submit!

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