

# [ Alumni Directory Format ]



## Introductory Section:

- ◆ Includes pictures, history, officers, trustees, how to use the directory, etc.



## Biographical Section:

- ◆ Alumni listed alphabetically with residence information, employer, job title, class year, e-mail address, etc.



## Class Year Section:

- ◆ Includes alumni alphabetically by class year and also specifies state of residence. Lost and deceased alumni are typically included.



## Geographical Section:

- ◆ Includes alumni alphabetically by city, state, and country and also specifies preferred class year.



## Option:

- ◆ Client may opt to include a drop-in card in each printed directory.