



Data File Guidelines FOR SPEEDY TURN-AROUND

We here at Championship Award Guys want to turn around your award art as efficiently as possible while maintaining high quality standards for our products. To help us with this goal, we ask that you submit your award info as a spreadsheet and that you observe these few simple formatting guidelines. **Thanks!**

Filetype

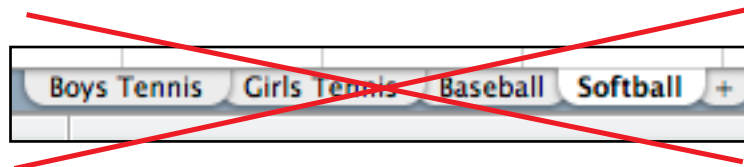
Any common spreadsheet file type is acceptable. (.XLS, .XLSX, .CSV, .ODS)

Content & Format

- 1 Place the field categories (Name, Sport, Year, etc.) along the top row, with each award's specifications filled in below in the proper columns. *For example:*

Name	Sport	Award	Photo
Laina McNulty	Field Hockey	Most Valuable Player	McNulty.jpg
Kim Gibler	Field Hockey	Coaches Award	Gibler.jpg
Beatrice Russell	Field Hockey	Most Improved Player	Russell.jpg
Ahmed Bell	Boys Soccer	Most Valuable Player	Bell.jpg
Randy Lahey	Boys Soccer	Coaches Award	Lahey.jpg

- 2 Please submit the information for a set of awards on a **SINGLE** spreadsheet. Having multiple tabs in a workbook may cause slowdowns in production time.



- 3 **Senior Plaques** are complex, which makes correct formatting of data even more important. For each recipient, place all information on a single row, split up into the appropriate columns. *For example:*

Name	Sport 1	Years 1	Sport 2	Years 2
Richard Smith	Soccer	2011, 2012, 2013	Tennis	2012, 2013, 2014
Lisa Rodriguez	Cheerleading	2011, 2012, 2013, 2014	Tennis	2011, 2012
Rolando Arrojo	Tennis	2012, 2013, 2014	Baseball	2011