

DESIGN MERGE PROCEDURES & SPECIFICATIONS

GAME SPECIFICATIONS ☐ NEW GAME ☐ REMAKE EXISTING GAME ☐ REMAKE CORRECTION

NAME: _____ FORM: _____ STRUCTURE: _____ COUNT: _____
UPS: _____ PART NUMBER: _____ TOP CODE: _____ PERM QTY: _____
IMPOSITION: ☐ VERTICAL ☐ HORIZONTAL RANDOMIZATION: ☐ YES ☐ NO

☐ NUMBERS LIST (If there is a specific numbers list, put form number or file name/location here: _____)

INSTANT WINNERS ☐ YES (If yes, fill out below) ☐ NO NUMBER OF IMAGES PER TICKET _____

-TIER BREAKDOWN Qty: TIER 1 _____ TIER 2 _____ TIER 3 _____ TIER 4 _____ TIER 5 _____ TIER 6 _____ TIER 7 _____ TIER 8 _____

NON WINNER ☐ YES (If yes, fill out below) NW QUANTITY: _____ ☐ NO

☐ ALL IMAGES ☐ MIX OF IMAGES & NUMBERS Description: _____

-NUMBER OF IMAGES and/or NUMBERS PER TICKET _____

HOLDS/PLAY TICKETS ☐ YES (If yes, fill out below) QTY: _____

☐ ALL IMAGES or ☐ MIX OF IMAGES & NUMBERS (NUMBER COLOR/FONT) _____

BINGO NUMBER DESCRIPTION (1-75 or 01-75 or B-1 -O-75 or B1 -O75 etc.) _____

-NUMBER OF IMAGES and/or NUMBERS PER TICKET _____

GAME PLAY INFORMATION: Game Type/Play Style for Proofing _____

☐ NEW CSV file ☐ Use existing CSV File _____

PROCEDURES

FOLDER ORGANIZATION & NAMING CONVENTION:

LOCATION: FOLDERS ARE FILED ON **ART>PREP** or **SNAP>TICKET STRUCTURE> GAME NAME**

FOLDER HIEARCHY: **TICKET STRUCTURE** **GAME NAME** **DM** **FORM NUMBER** **images** (case sensitive, no spaces)

ART Create Components that make up game parts for PREP

1. Create 1-up BO (if not created) > Impose on structure template>Run Through **FFC: ZT Bottom Outs RIP 300 plus Mark**
If new BO or remake, make with an "X" to indicate needs to go through **PROOFING**
2. Create BI symbols (save as individual files: **vector**, .ai, use the correct naming conventions, see below. The artboard should be the size of the ticket (see *Ticket Structure Dimensions*) and may need to have a white background with knock outs for the template numbering and a perimeter hairline stroke)
3. Fill out Symbols Key Sheet>Print and give to Game Engineering

PREP

1. Build parts using Design Merge
2. Create 1-up InDesign template for imposition if not already made (if new, need to **ALIGNMENT CHECK**)
3. Create CSV file if not already made

PROOFING

1. Proof at least 2 ups for game from Design Merge produced flat
2. Check Art symbols against WS
3. Check layout imposition with Top Code

NAMING CONVENTION (case sensitive, no spaces)

TEMPLATES:

NUMBERED IMPOSITION TEMPLATE: **(WINDOW STRUCTURE) IMPOSITION TEMPLATE.INDD**

1-UP TEMPLATE: **(WINDOW STRUCTURE) 1-UP.INDD** (no perf dieline visible)

GRAPHICS: (case sensitive, no spaces)

BASE IMAGES (for master page): **base.ai** If multiple master pages **base01.ai**

HOLDS IMAGES (same for play tickets): **hold01.ai**

FREE IMAGES **free01.ai**

INSTANT IMAGES: **winner01.ai** (1 is TIER 1, 2 is TIER 2....)

PICK IMAGES: **pick01.ai**

PICK IMAGES: **dab01.ai**

NW IMAGES: **nonwinner01.ai**