DESIGN MERGE PROCEDURES & SPECIFICATIONS

GAME INFORMATION ❑ NEW GAME   ❑ REMAKE EXISTING GAME   ❑ REMAKE CORRECTION

NAME:_____ FORM:_____ STRUCTURE:_____ COUNT:_____

UPS:_____   PART NUMBER:_____ TOP CODE:_____

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 QUANTITY: **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) **QUANTITY:**_____ ❑ NO

❑ 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_____

❑ NEW CSV file   ❑ Use existing CSV File _____

SALES — **Provide game play specific CRITERIA for CSV file creation** (including: special instruction, holds, play ticket, verify etc.)

GAME PLAY INFORMATION: Game Type/Play Style_____

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)

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**

NW IMAGES: **nonwinner01.ai**