

# Official Church Form Design Guidelines

# A House of Order

*“Behold, mine house is a house of order, saith the Lord God, and not a house of confusion”*  
(Doctrine and Covenants 132:8).

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From membership information and finances to family history and Church education, The Church of Jesus Christ of Latter-day Saints uses forms to maintain order and hold itself accountable to the Lord and to its members.

These guidelines provide instructions for creating forms that align with the Global Visual Style Guide. Forms are designed for domestic and international use and use the standard paper sizes of letter or A4.

# Design Template Options

Official Church forms are generally created by the Official Church Forms team. A form is defined as a document that is intended to gather information to be returned to the Church or a Church employee. The following four templates will help define the standards that provide consistent, high-quality, usable forms that are aligned with the Global Visual Style Guide.

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## Standard Form Template

PAGES 4-8

Standard forms are the most common type. They may gather a large variety of information, which may include sensitive personal information such as medical history or financial information.

## Legal Form Template

PAGES 11-12

Legal forms are usually text heavy and can be legally binding. The amount of information gathered in the forms varies but is often limited to basic identifying information and signatures.

## Order Form Template

PAGES 9-10

Order forms are used to help organizations prepare goods or services. The information gathered in these forms usually contains names, addresses, and order specifications.

## Opinion Form Toolkit

PAGE 13

Opinion forms collect subjective information such as comments and opinions. Basic personal information may be gathered but is not the focus. Opinion forms may be designed by the Pool Design team or the Official Church Forms team.

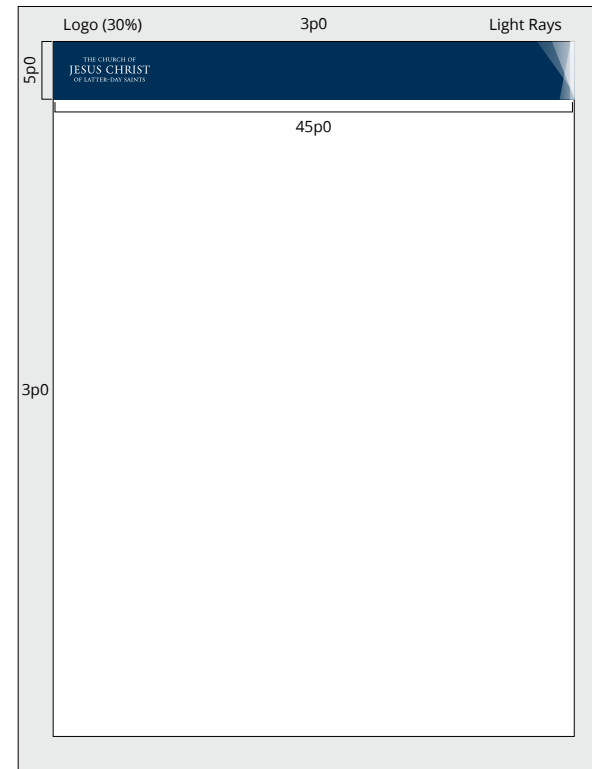
# Standard Form

## Orientation and margins

Standard forms can be portrait or landscape orientation. Margins are 3 picas with no bleed or slug.

## Header box

The header box is 5p0 tall and 45p0 wide on portrait pages, 60p0 wide on landscape pages. The fill is GVSG Grey 40, Blue 40, or Green 40. Red 40 may also be used on rare occasions when multiple related forms use color differentiation. A white Church logo is placed on the left of the header box at 30% of full size. The white light-ray graphic is placed on the right of the header box.



# Fonts

Zoram and Zoram Condensed are the approved fonts for forms.

# Titles

Form titles (h1) are white Zoram Bold 14/16. Subtitles are Zoram Light and are separated from the main title by a right tab or line break.

The form title is repeated on subsequent pages in the GVSG color of the header box, using Zoram Bold 9/10 font. The text “—continued” is placed after the title. The title has a 1-pt., text-colored rule below with an offset of 0p4.

Level two titles (h2) are black Zoram Condensed Bold 9/10 with 0p9 space before.

Level three titles (h3) are black Zoram Condensed Semibold Italic 9/10 with 0p6 space before.

Field group titles are within a 1p3-high table cell that has a fill one color-step lighter than the header box (GVSG gray, blue, or green 30), no stroke, a left inset of 0p1, and all other insets are 0p2. The text is white Zoram Condensed Bold 8/9. Annotations are separated from the title by an em space and are Zoram Condensed Regular.

If a field group breaks pages, then the field group title is repeated with the text “—continued” following the title.

Field group level 2 titles are in 1p3-high table cells with no fill, a 1-pt. black stroke above, a 0p0 left inset, and other insets are 0p2. Text is black Zoram Condensed Semibold Italic 8/9.

THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

H1 title  
Subtitle

H1 Title—continued

H2 title

H3 title

Field group title annotation

Field group level 2 title

# Body text

Body text is Zoram Condensed Light 9/10 with 0p3 space before. Text is two columns with a 1p0 gutter, but it can span columns if it is fewer than 6 lines. There must be at least 0p4 space between the header bar and any body text

Addresses follow USPS guidelines by being in all caps, using standard abbreviations, having no punctuation, and so forth. Use soft returns between lines and an en space before the zip code.

If body text is in a field group, it's cell must have a 0p4 inset on top and bottom and be vertically centered.

# Copyright

Copyright lines are Zoram Condensed light 6/7, right aligned, and have at least the following text: © Year by Intellectual Reserve, Inc. All rights reserved. X/XX. PDXXXXXXXX 000

Body text  
ADDRESS BLOCK  
123 SAMPLE ST  
CITY STATE ZIP

Field group body text

© Year by Intellectual Reserve, Inc. All rights reserved. X/XX. PDXXXXXXXX 000

# Input fields

Input fields are placed in a table. Cell dimensions are a minimum of 11p3 wide on portrait pages, 10p0 wide on landscape pages, and 2p0 tall.<sup>1</sup> If the input prompt is multiple lines, the cell height should be at least 1p0 greater than the number of lines (for example, 2 lines is 3p0 tall, 3 lines is 4p0).

An inset of 0p2 is required on all sides of the cell, although left-most cells have no left inset. All cells have a 0.25-pt. black stroke on all inner lines. There is no outside stroke with the exception of the last row on the page, which has a 0.25-pt. black stroke on the bottom.

If the user input occupies the same field as the prompt, then the prompt text is black Zoram Condensed light 8/9 with 0p3 space after.

If the user input is in a separate field, then the prompt text follows the guidelines of body text.

1. The forms designer has discretion to adjust minimum cell sizes in English-only forms.

Field group title		
Input prompt	Input prompt	Input prompt
Multiple line input prompt    Lore et iliaspis audis delique nobist ende quae poreic tempossunt fugitio omnimet alia corrum quis molupta mendio		

Field group title	
Field group level 2 title	Field group level 2 title
Prompt text with separate user input	
Prompt text with separate user input	

# Checkboxes

Input fields that use checkboxes have the prompt on the first line with a hard return before the options. Checkboxes are Zoram Condensed light, 12 pt. Text is separated from the box by an en space, and multiple options are separated by an em space.

If needed, yes/no options can be part of the same paragraph as the text. Options are separated from the prompt text with at least two em spaces and have a baseline shift to the options of at least -2 pt. when the text is multiple lines.

If the prompt for a checkbox field is in a separate field (only the checkboxes occupy the field), then the minimum width of the checkbox field is 9p0. The text can be left aligned or centered. Checkbox text should be Zoram Condensed light 9/10 with 14-pt. checkboxes.

# Address fields

Single-line address fields have a height of 2p0 and no stroke dividing the address parts (street, city, state, and so on). Multiline address fields have a minimum width of 22p6 on portrait pages, 20p0 on landscape pages, and a minimum height of 4p6 regardless of orientation.

Field group title				
Input prompt <input type="checkbox"/> Option 1 <input type="checkbox"/> Option 2		Input prompt <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		Input prompt <input type="checkbox"/> Yes <input type="checkbox"/> No
Long input prompt El ius modis aria voles sequi abor aut officitius andem aut adit, adis este qui blam ium aut antiatem dolorissinis ut rerorpo rempossit <input type="checkbox"/> Yes <input type="checkbox"/> No				
Field group title				
Field group level 2 title			Field group level 2 title	
Prompt text with separate user input			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Prompt text with separate user input			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Field group title				
Address		City	State	Zip Country
Input text		Address		



# Order Form

Order forms use the same specifications as standard forms with the following exceptions.

## Titles

Order description titles use the same typeface as field group level 2 titles, but they may be bottom aligned and centered. They have a minimum cell width of 11p3 in portrait orientation and 10p0 in landscape orientation. Minimum height for description-title fields is 1p0.

Description titles with numerical or abbreviated input (cost, quantity, size, and so on) have a minimum width of 2p6. Column titles may be rotated 270° (90° counter-clockwise) if multiple, adjacent titles are too long to fit in the designated space.

Total titles have a fill 1 step lighter than the field group heads. Text is white Zoram Condensed semibold 8/9, vertically centered, and right aligned. Cells are at least the same height as the input fields with a 0.5-pt. stroke around them, no matter what other cells they border.

Single-order field groups can split columns if needed. Split-column field groups have a single total field

Multiple-order field groups can be side by side. Side-by-side orders can have separate or combined total fields as needed.

Field group title					
Description title	Description title	Description title	Description title	Size	Cost
Total title					
Field group title					
Description title	Size	Cost	Description title	Size	Cost
Total title					
Field group title 1			Field group title 2		
Description title 1	Size 1	Cost 1	Description title 2	Size 2	Cost 2
Total title			Total title		

# Description text

Description text is Zoram Condensed light 8/9 with 0p2 inset spacing on all sides. If needed, text can be reduced to a minimum of 7/8. Left-most fields have 0 left inset. Text can be vertically aligned to the top or center. Horizontally, text can be left aligned or centered. Text that spans columns can be horizontally aligned as needed.

# Input fields

Predefined input cells using numerical amounts (such as prices) are right aligned.

Field group title					
		Description title	Description title	Size	Cost
Description title	Description title				0.00
Description text	Description text				0.00
Description text Tax					0.00
Total title					

# Legal Form

Legal forms use the same specifications as standard forms with the following exceptions.

## Lists

Level-1 bullet lists are 9/10 Zoram Condensed light. They have a 1p0 indent with a -1p0 first line indent. They also have 0p4 space before. Level-1 bullet lists use InDesign's bullet list feature.

Level-2 bullet lists should be based off of the level-1 bullet list. Level-2 bullets have a 2p0 indent and use the open bullet character.

Level-1 alpha lists are 9/10 Zoram Condensed light. They should have a 1p0 indent with a -1p0 first line indent. They also have 0p4 space before. Alpha lists do not use the InDesign list feature. List labels should be preceded and followed by tabs. A decimal tab should be placed at 0p6, and a left-aligned tab should be placed at 1p0.

Level-2 alpha lists should be based on the level-1 list.

Level-2 alpha lists have a 2p0 indent with tabs set at 1p6 and 2p0.

Level-1 decimal lists follow the same standards as level-1 alpha lists.

Level-2 decimal lists follow the same standards as level-2 alpha lists.

### Bullet lists

- Level 1 bullet list
- Level 1 bullet list
  - Level 2 bullet list
  - Level 2 bullet list

### Alpha lists

- a. Level 1 alpha list
- b. Level 1 alpha list
  - a. Level 2 alpha list
  - b. Level 2 alpha list

### Decimal lists

- 1. Level 1 decimal list
- 2. Level 1 decimal list
  - 1. Level 1 decimal list
  - 2. Level 1 decimal list

# In-line input

If text requires in-line input, that should be done with white hyphens or em spaces with an underline applied. Underlines should be black with a 0.25-pt. weight. If needed, leading can be increased to give the user more space.

Multiline text input is created with right tabs and soft returns. Input lines can start on the same line as text, but this should be avoided as the change in leading can make the paragraph more difficult to read. Leading on multiline input should be at least 14 pt.

In-line input paragraph \_\_\_\_\_.  
Ignatior erferum vent, aut quae. Itionecte ipiende  
lestrum hilique magnis dolorepedit que rem. Itas  
alitem. Itataie venis sed moles molor apedit quam  
idellac ilitium estrum et rae quo quuntiis maximporest  
laboren iamus, aut ut libus dolorios magnis ea ne  
perum dis magniame cum re peri de nonsedi blabore  
porepre

In-line input paragraph with increased leading. Cor  
asimus sequatem que pre rem arum volorpo rectur  
recture iusdam liquodi psapelendion plabo \_\_\_\_\_  
\_\_\_\_\_. Et est aceriam quatinc totatatur  
sim faceperae. Eriorro rehende rumquunte odigene  
con nienet aut parias ut voluptiae eatio. Nequidi tem  
aliquiasiti berae im quid ma ium res voluptatium et  
labo. Ugit eos dolo que et ium quiatia temped

Multiline input

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Optional multiline input \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Opinion Form

Because page size and usage can vary greatly, the rules for opinion forms are not as strict. Where possible, a bar header with the logo and the light rays is encouraged but not necessary. The only set rules are to have the fonts in Zoram or, in some cases, McKay.

For the more casual feel, use the Zoram family instead of the Zoram Condensed family. This gives the form more space and a friendlier feel.

Paper sizes can vary, though standard sizes (letter or A4) are encouraged. If smaller sizes are desired, half or quarter sheets are recommended.

LDS Family Services Satisfaction Survey

Office \_\_\_\_\_  
Counselor \_\_\_\_\_

Is this your first meeting with this counselor? Yes No

	Strongly disagree	1	2	3	4	5	6	7	Strongly agree
My counselor has a good understanding of my purpose for coming today.		1	2	3	4	5	6	7	
My counselor and I were able to work well together today.		1	2	3	4	5	6	7	
I am more hopeful about the future after meeting with my counselor today.		1	2	3	4	5	6	7	
Please rate the support staff: (Leave blank if there was no support staff.)	Strongly disagree								Strongly agree
The support staff was helpful and courteous.		1	2	3	4	5	6	7	

If you have any questions regarding this survey, please contact \_\_\_\_\_ at \_\_\_\_\_

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LDS Family Services Satisfaction Survey

Office \_\_\_\_\_  
Counselor \_\_\_\_\_

Is this your first meeting with this counselor? Yes No

	Strongly disagree	1	2	3	4	5	6	7	Strongly agree
My counselor has a good understanding of my purpose for coming today.		1	2	3	4	5	6	7	
My counselor and I were able to work well together today.		1	2	3	4	5	6	7	
I am more hopeful about the future after meeting with my counselor today.		1	2	3	4	5	6	7	
Please rate the support staff: (Leave blank if there was no support staff.)	Strongly disagree								Strongly agree
The support staff was helpful and courteous.		1	2	3	4	5	6	7	

If you have any questions regarding this survey, please contact \_\_\_\_\_ at \_\_\_\_\_

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Payson Utah Temple



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Email ☐ Please email me about materials provided by The Church of Jesus Christ of Latter-day Saints.

Visit ☐ Please have representatives visit me to share more about the teachings of Jesus Christ.

Your Name \_\_\_\_\_ Religion \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State or Province \_\_\_\_\_

Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

We will use the personally identifiable information you provide on this form to meet your requests. We do not sell your information. Additional information about our privacy practices can be found at [mormon.org](https://www.mormon.org).

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# Samples

## Standard Form

THE CHURCH OF  
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Event and Activity Plan

If you are planning an event or activity that includes special considerations, an overnight stay, or travel outside the local area, complete this form and submit it to your bishop or stake president for approval (see *Handbook 2: Administering the Church* [2010], 8.13, 10.8, and 13) two to three weeks prior to advertising or promoting the event.

Event Details

Location of event

Date(s) of event

Describe event and activities (please be specific).

Describe gospel-centered purpose of event and activities.

Special needs of participants

Estimated cost

Source of funds (select all that apply)  
☐ Budget allowance ☐ Annual fund-raiser ☐ Other: \_\_\_\_\_

Administration

Organization

Ward/branch

Stake

Event or activity leader(s)

Telephone number

Other supervisors/chaperones

Transportation

Private vehicles

Drivers' names

Is each vehicle in sound operating condition?  
☐ Yes ☐ No

Does each driver have a current driver's license?  
☐ Yes ☐ No

Is each driver a responsible adult?  
☐ Yes ☐ No

Does each driver have automobile liability insurance?  
☐ Yes ☐ No

Commercial transportation

Bus company name

Is the company currently licensed and insured as a passenger carrier?  
☐ Yes ☐ No

Itinerary attach full itinerary if needed

Date

Travel to

Travel from

Miles (one way)

Number of meals being planned

Lodging facility

Telephone number

Approvals

Event leader's signature

Date

Bishop's signature

Date

Area signature (when required)

Date

Stake president's signature (when required)

Date

Guidelines

Stake presidencies and bishoprics are responsible to oversee the planning of their Church-sponsored activities. When considering activities, leaders should use good judgment.  
To assist in this process:  
1. Seek the inspiration of the Lord when selecting, planning, and conducting activities.  
2. Carefully develop and follow this Event and Activity Plan, using the guidance found in Handbook 2, section 13.  
3. Instruct participants in safety practices unique to the activity before the activity begins.

4. Ensure that each person wears a seat belt.  
5. Instruct participants in emergency procedures.  
6. Identify safety and health hazards and plans to minimize risk (attach additional pages if needed).  
7. Identify any other logistical or activity concerns that may require considerations (attach additional pages if needed).  
If you have questions about how to complete this form, contact Risk Management or your local area office.

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## Order Form

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Temple Clothing Sign Order

TEMPLE PLANNING DIVISION  
TEMPLE DEPARTMENT  
50 E NORTH TEMPLE ST  
SALT LAKE CITY UT 84150-0004  
Phone: 1-801-240-3801

Email completed computer-generated form (no handwritten forms) to: templelaundry@ldschurch.org

Temple Information

Temple name

Order date

Shipping address

Contact name

Phone

Email

Account code

Sign Order

Standard signs are 3.5 in. wide x 4 in. high x 0.23 in. deep (approximately 90 mm x 102 mm x 6 mm) white acrylic with an engraved image and no wording. The image is filled with gold paint. Attach signs with double-stick tape (supplied) applied to the back. Price is US\$12.00 per sign (subject to change without notice).  
Custom signs are 8 in. wide x 3 in. high x 0.13 in. deep (approximately 203 mm x 76 mm x 3.3 mm). Price is US\$16.50 per sign (subject to change without notice).

Men Only

Item no.

Item

Symbol

Quantity

Men and Women

Item no.


Item

Symbol

Quantity


1

Belt




13

Apron




2

Cap




14

Baptismal suit




3

Pants




15

Envelope




4

Shirt




16

Garment




5

Shoes




17

Robe




6

Socks




18

Sash




7

Tie



19

Towel



Women Only

Item no.

Item

Symbol


Quantity

Custom Signs

For temples with limited clothing drops, signs with up to three pictures can be ordered. Please enter the item numbers you would like on each sign below.

8

Dress



Sign 1


Picture 1

Picture 2

Picture 3

9


Shoes



Sign 2

10


Slip



Sign 3

11


Stockings



Sign 4

12

Veil



Sign 5

Total number of signs

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Legal Form

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LDS Family Services  
Counseling Services—Description of Services  
(United States)

LDS Family Services provides professional counseling in harmony with gospel principles. The following information describes our relationship with you as the client and the services we provide.

Description of Services

**Involving Church Leaders**

You have been referred for counseling by your Church leader. We believe that counseling is more effective when clients, counselors, and Church leaders work together. With your authorization, we will consult with and involve your bishop or other Church leaders to help improve the outcome of your counseling.

**Goals, Benefits, and Risks**

Your goals are more likely to be met when you understand the nature and limitations of counseling. Counseling is intended to help you understand your feelings and change your thoughts and behaviors. Many people experience improvement or resolve their concerns through the counseling process, but there are some risks. For example, the counseling experience may cause discomfort. Although we cannot guarantee the outcome of counseling, your commitment to the counseling process will greatly influence how beneficial counseling is for you.

**Length of Counseling**

LDS Family Services generally provides fewer than 12 counseling sessions per case. If you need long-term, specialized, or comprehensive care, your counselor will discuss treatment options with you. Options may include referring you to an appropriate community resource.

**Confidentiality**

The document LDS Family Services Notice of Privacy Rights and Practices describes how information in your file may be used and disclosed and how you can access this information. Please review it carefully. You will be presented with an Authorization for Release of Confidential Information. We will only disclose your confidential information to those whom you identify on that form, unless such release is otherwise authorized or required by law.

**Special Situations.** We will use or disclose your health information or other information you provide to us without your permission for several reasons. These reasons may include:

- When we believe that disclosure is necessary to prevent injury, a serious threat to your health and safety or the health and safety of another person.
- When required by federal, state or local law.
- When required by law to report suspected abuse or neglect.
- In response to a court order, subpoena, warrant, summons, or similar process.

**Payment for Services**

- Initial assessment sessions are billed at \$ \_\_\_\_\_.
- The normal fee for a 50-minute session is \$ \_\_\_\_\_.
- If the initial assessment session or a counseling session extends beyond 50 minutes, additional time is billed in 25-minute increments. Your counselor will explain any exceptions that apply to you.
- Services are provided at no charge for single expectant parents and missionaries.

You are responsible to pay for the services you receive, even if you have an agreement with another person to pay for these services. Counselors and office staff are not authorized to accept payments. We will send you a bill for our services. Payment is due when you receive the bill. Our central billing department accepts personal checks as well as Visa,

MasterCard, Discover, and American Express credit or debit cards. We do not bill insurance companies, but upon your request we will provide you with the necessary information for you to request reimbursement from your insurance company. If your bishop has agreed to pay for our services, we will send him your bill. If your bishop is released and you want your new bishop to pay for future services, you must discuss this with him and ask him to notify us of his approval. If you move into a new ward while receiving services, you will need to authorize us to speak with your new bishop. Any insurance reimbursements you receive after your bishop has paid should be addressed with your bishop.

We will not schedule appointments for you if your account shows that we have not received payment for three counseling sessions. If you have concerns about billing, please discuss them with your counselor. If you have questions about your account, including your current balance, please contact our central billing office at 1-855-537-1000.

**Change or Cancellation of Appointment**

If you need to change or cancel an appointment, you must notify us at least 24 hours before the scheduled appointment. If you fail to do this, you may be billed for one-half of the session fee.

**Assignment of Counselor**

You will be seen by a licensed counselor or a counselor who is supervised by a licensed counselor. We will try to accommodate any request to change counselors.

**Clients with Children**

You should not bring children to your counseling sessions unless they are invited as part of family therapy. Children may not be left unattended in the waiting area.

**Follow-Up**

We periodically ask clients to complete an anonymous survey to help us improve our services. We may send you survey information using the email address you provide to us. We appreciate your feedback.

**Additional Information**

We assist individuals and families as they respond to same-sex attraction. Our therapists do not provide what is commonly referred to as "reparative therapy" or "sexual orientation change efforts." However, when clients self-determine to seek assistance for individual and family issues associated with same-sex attraction, we help them strengthen and develop healthy patterns of living. We assist clients who desire to reconcile same-sex attraction with their religious beliefs. Our services are consistent with applicable legal and ethical standards, which allow self-determined clients to receive assistance with faith-based or religious goals.

**Complaints and Grievances**

If you are not satisfied with our services, you may file a written complaint with the manager of the office that served you. If you are not satisfied with the manager's response, you may request that your complaint be escalated for further review. We will provide a written response within 30 days of receiving your complaint. If your complaint is time sensitive or contains allegations of fraud, we will respond within seven business days, or such shorter period as may be required by government regulations. LDS Family Services will not take any action to discourage you or retaliate against you for making a complaint, expressing a grievance, or providing information to an accrediting or licensing entity.

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