Spreadsheet Template Rules

1. **Columns Required**

   Each contact row must include:

Title (Mayor, Councilmember, City Manager, etc.)

First Name

Last Name

Full Name

Phone Number

Email Address

Current Employer (company or organization)

Current Position (job title or role)

Affiliation/Company (short descriptor, e.g. “Nonprofit exec”)

Employer Sources (URLs confirming info)

2. **Formatting Rules**

Header row is **bold** and **centered**.

Header row is **frozen** so it stays visible when scrolling.

All content is **wrapped** so long emails or titles don’t spill over.

Phone numbers are **centered**, everything else is left-aligned.

Column widths are auto-fitted with maximum caps:

- Data Completeness: width 6
- Title: width 20
- First Name: width 15
- Last Name: width 20
- Full Name: width 25
- Phone: width 18
- Email: width 35
- Current Employer: width 30
- Current Position: width 40
- Affiliation/Company: width 40

• Employer Sources: width 50

3. **Data Completeness Column**

This column appears **first**, before all others.
Icons show whether key data is filled:

Green check: all required fields are filled. Red

dot: phone and email are both missing. Orange

caution: one is present but not both.

4. **Legend**

A single legend row is inserted at the **bottom of the sheet** explaining the icons:
“ = All fields filled, = Phone or Email missing, = Phone and Email both missing.”

5. **Output**

File is saved as `[city_or_org]_contacts_formatted_[YYYY-MM-DD].xlsx`.

You can also add the sheet as a new tab in an existing workbook.

A starter CSV template can be generated to fill in manually.