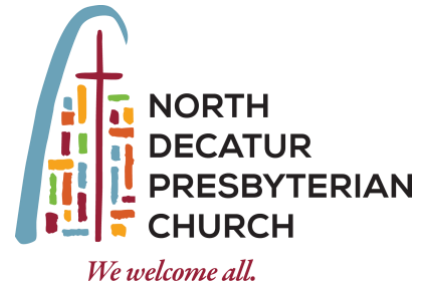


# NDPC Visual Style Guide for Sanctuary Visual Media



## **Still Images**

Photos should be JPEG, GIF, TIFF of the highest resolution possible

Photos should be in a landscape configuration when possible to utilize the full extent of the screens without any side margins.

All materials should be labeled in order of appearance. For example:

CommunityMinistries1 of 10 = Picture#1 to be shown in the sequence  
CommunityMinistries2 of 10 = Picture#2 to be shown in the sequence, etc.

## **Power Point Presentations**

Power Point presentations should take into consideration the screen size [landscape configuration when possible to prevent text being cut off from top and bottom to accommodate screen size]. Text on Power points should be large enough to read clearly.

All materials should be labeled in order of appearance. For example:

CommunityMinistries1 of 10 = Picture#1 to be shown in the sequence  
CommunityMinistries2 of 10 = Picture#2 to be shown in the sequence, etc.

## **Video**

Formats need to be mp4.

## **Scrolling Announcements**

These are text only. The only information displayed should be:

- Event name
- Date/time
- Location
- Contact person if RSVP

## **DEADLINES**

Deadline to receive photos, presentations, or videos is Thursday **TWO** weeks prior to the Sunday Visual Media is to be presented. This allows time to proof the media to ensure the visual quality, correctness of size, readability of text, etc. If corrections need to be made, this allows for one full week to make any corrections prior to a finalized deadline of the Thursday prior to the Sunday of the presentation.

Contact Clint Miller with any questions/concerns.

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