

NDPC Worship Media Guidelines

For announcements, images, presentations, video, audio

DEADLINES FOR SUBMISSION:

Announcements: No later than the *Wednesday prior to the Sunday* the announcement will run.

Images, presentations, video: *Two weeks before the presentation date.* Why? Any submission may need reformatting to be usable on the system, or may need editing for functionality, visibility, or readability

GUIDELINES FOR MEDIA

Announcement Slides: keep it short and sweet. Announcement slides rotate on the screens before and after worship. Each slide appears for 5-6 seconds and will reappear every 60-90 seconds. The information needs to be very brief, no more than:

- Event Title
- Date & Time
- Location

SLIDESHOWS: CLEAR PICTURES, HORIZONTAL, NUMBERED, NO POWERPOINT

- **Image type: JPG or TIFF only.** Our system can only display image files in *jpg* or *tiff* formats.
- **Resolution:** Pictures will look fuzzy and blocky unless they are the highest resolution possible.
- **Orientation: landscape/horizontal to fill the screens.** Portrait/vertical can work, but leaves black areas on each side. The congregation may have difficulty seeing any detail.
- **Numbered: So they show in the right order.** Each picture should be labeled with the Presentation name and number in order of appearance. Example: *JoinMusicToday1.jpg*, *JoinMusicToday2.jpg*, etc.
- **PowerPoint:** *Our system does not accept PowerPoint slides!* Export PowerPoint to picture files for our system. File > Export > Change File Type > JPG. This will create a folder containing the slides as JPG image files. Again, properly name and number them!
- Text used in Presentations should be large enough to read easily. Not sure? Create your slide and stand across the room from your computer. If you can read it several feet away, so can the congregation.

VIDEO: MP4, MOV

- **Youtube or other online video:** If you know how, download and save the video for submission. If not, submit your link ASAP so we can test and make sure it works.
- **Video format: MP4 or MOV work best.** Early submission is essential, especially other formats, for testing and possible conversion.

AUDIO: MP3, WAV, AIFF

- **Audio CD:** If you know how, rip the CD and submit mp3 files. If not, submit your CD ASAP so we convert it.