



A/V GUIDELINES FOR CHAPEL EVENTS

Upon submission and approval of the Facilities Request Form, the program coordinator will be contacted by the Facilities Manager, Peter Grimes to discuss the Audio & Visual [A/V] needs of the event. The program coordinator will not be contacted by Peter if they have selected to not be contacted about A/V assistance.

If it is determined that the event does **not** need a member of the Facilities Staff to run A/V services, Peter will meet with the program coordinator and/or the volunteer A/V operator to provide adequate training at an agreed date/time before the event.

If it is determined that the event **does** need a member of the Facilities Staff to run A/V services, the following guidelines must be followed:

- All media (PowerPoints, videos, photos, etc.) must be given to Peter no later than 72 hours before the event. If a file is too large to email, use a cloud sharing service (Dropbox, Google Drive, OneDrive, etc.) or bring a USB thumb drive by the church and leave in Peter's box in the PCC Office.
- A complete timeline of the event must be given to Peter no later than 1 week before the event showing when video / presentations will be displayed and who will need a microphone.
- All videos must be downloadable. If a video is created on a personal Animoto account, Peter will need your Animoto login in order to download the video. If you wish to use a YouTube or Vimeo video, please email Peter the link and he will download it. All other video files can be given to Peter via USB drive or cloud service. If a video is not downloadable, it cannot be played at the event.
- If you wish to create an Animoto video for your event, please contact Peter for PCC's account login.
- All media (presentations & videos) must be in a 16x9 (Widescreen) format with a preferred resolution of 1920x1080.
- Keynote and PowerPoint presentation formats are both ok to use.
- It is recommended to export any presentations to images to preserve fonts and image placement.

If you have any questions about any of these processes, please contact Peter.

Please help your event go as smoothly as possible by following these guidelines. If your media is submitted late, PCC cannot ensure the files will be ready in time and may be excluded from the event.

Peter's Contact Info:

Email: pgrimes@pencomchap.com

Phone or Text: 757-561-8779