



AUDIO / VIDEO REQUIREMENTS FOR PCC SERVICES & EVENTS

If a presenter is using their own laptop / device, PCC will provide a HDMI connection at the podium.

- PCC will not provide dongles / adapters for the device.
- PCC will not be responsible for the operation of the device, content, or slide advancement.
- Sound from the device must be sent over the HDMI connection.
- The presenter may utilize any kind of software / media / presentation they desire, but PCC cannot provide troubleshooting or support in getting the media to display properly.
- PCC does not recommend relying upon an internet connection for presenting any kind of media.
- If in the Gym, stage display monitors will not show your presentation.

Do not use copyrighted material in your media presentations and events. The presenter must ensure they have the rights to use the content being displayed or used. Paid subscriptions to personal streaming services do not license the content to be used at public events or services. If the event is being livestreamed, all music and videos used must be licensed for livestreaming. PCC pays for a service that may be used to download licensed music tracks if needed. PCC maintains the following licensing for displaying lyrics and playing movies:

- CCLI license to reproduce / display the lyrics to any song in the CCLI database (streaming + in-person)
- CVLI license to display any movie (or portion) for an in-person audience (no streaming allowed)
 - o The movie must have been produced by [a producer on this list](#).

If the media is being displayed using PCC's equipment, the following requirements must be met.

- All media (presentations, videos, photos, etc.) must be sent to the Director of Production at least 72 hours in advance. If a file is too large to email, a cloud sharing service (Dropbox, Google Drive, OneDrive, etc.) may be utilized or a USB thumb drive dropped off at the PCC Office.
- Presentations must be in a PowerPoint (.pptx), Keynote (.key), or ProPresenter (.pro) format with a slide pixel size of 1920x1080. If a presenter wishes to use an online presenter (i.e. Prezi) or any other format of presentation, they must provide their own device.
- If a presentation contains special fonts, the slides must be submitted as PNG's or JPG's.
- Do not use transitions or animations in presentations, as they will not transfer into the presentation software. If stacking bullet points are desired in a presentation, create a new slide for each bullet point.
- Text font size should be no less than 28pt with good contrast between text and backgrounds.
- All videos must be downloadable and/or submitted in a video file format. Do NOT embed videos inside of presentations. All video files may be submitted via USB drive or cloud service. If the file for the video is not obtainable, it cannot be displayed. Videos will not be streamed or played from a web browser.
- DVDs cannot be played back as part of a presentation. If a video from a DVD needs to be displayed, the disc must be provided at least 7 days in advance for the video file to be ripped from the disc. If the disc is protected by DRM restrictions, it cannot be used as a part of the presentation.
- If an Animoto video needs to be created for the event, please ask for PCC's premium account login.
- Presenters may advance the slides themselves using a PCC-provided remote, or they must provide clear and detailed notes indicating when to advance slides / media if a PCC Visuals Operator is present.

If you have questions about any of these processes or requirements, please contact Peter Grimes, the Director of Production. Failure to meet these requirements may result in the content or media not being used.

Director of Production: Peter Grimes – pgrimes@pccyorktown.com / 757-561-8779 (phone/text/Signal)