AUDIO/ VIDEO STANDARDS

PULPIT ANNOUNCEMENTS

Please note that effective immediately, we're going to do away with pulpit announcements except for the very first presentation of the event. Subsequent announcements will be via the bulletin and the TV monitor located in the foyer.

VIDEO/SLIDES

The following, though not in order, are the recommended fonts to use in any of your presentations. As for colors, aside from black or white, let us prioritize the primary colors. While it is not crucial, it would help your presentation pop more if you put an outline or shadow on your texts.

Lucida Console
Helvetica
Futura
Myriad Pro
Calibri
Gill Sans

Please maximize the space on your presentations by increasing the font size, whether you are using PowerPoint or Keynote. Don't feel shy in exaggerating your presentation.

As you noticed last Sunday in our transition to a fully digital connection, what you see or compose on your computer screen will pretty much be what will be projected on our video screens.

Lastly, any **posters** that are to be shown on a given Sunday should be received not later than the **Thursday morning** before. Please use the aspect ratio of **16:9**. A free presentation tool called ADOBE SPARK can be used online. As for **videos**, it should be received not later than the **Monday morning** before. Aside from quality, the who, what, when, where, and how should be clear and concise. If these are not present, the materials are to be rejected and returned. **THERE WILL BE NO EXEPTIONS.**

AUDIO

As for audio, we highly suggest that the pastors use the lavalier mic until after the benediction. Don't be afraid that you will still be on after the sermon. We will be muting your mic. However, it is harder for us to know or guess which microphone you will be using for the benediction. May we request also for some quick tuning and training after we've completed and finalized our AV installation.

If you have any questions, please contact Jofi Goco. Thank you.