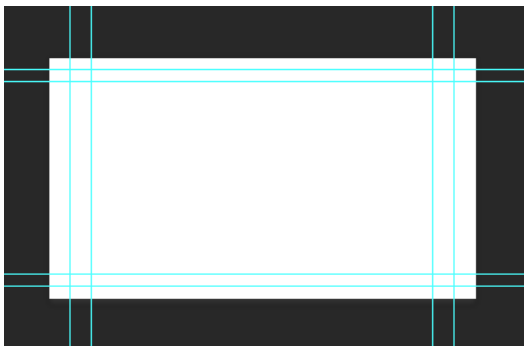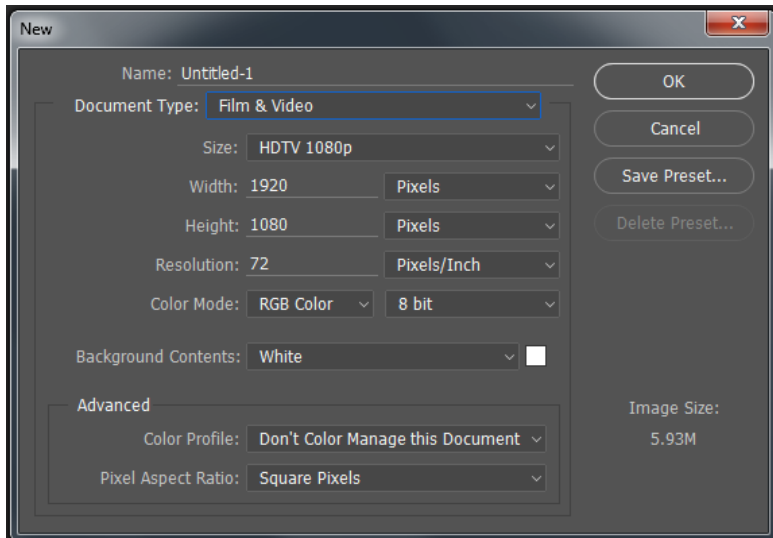# <u>Chapel Announcement Information</u>

- **Chapel Announcements are due on Tuesdays*
  by 5:00 P.M.**

- **Announcements must be submitted on the Chapel
  Announcements Google Doc**
    - Can be created by going to the chapel announcements folder on
      Google Drive. Email chapelannouncement@anderson.edu to be
      invited to the Doc if you don't already have the link
    - Double click on the week you would like us to show your slide
    - Pick one of the formats given (or upload your own)
    - Add info to the slide (only the essentials: where/when/what, and
      in the box below where you can type is where you can place
      details on what you want us to say. If the box doesn't show up,
      you can also email us on what you want us to say)
- Please make slides AU appropriate, have correct grammar/spelling,
  include date/time/location/contact info, etc.
- PLEASE use imagery and only key (few) words for your PPT creation.
  People only need the general overview, but make it appealing to the
  eye.
- **Chapel Announcements will be compiled into a video
  presentation to be presented every Tuesday during Chapel.**
  *some exceptions will apply (multiple chapels, special productions
  disabling use of Reardon projector screen, etc.)

- **Chapel Announcements will run a max of TWO TIMES
  ONLY if requested/granted and must directly relate to
  the AU community.**

- **If you would like to make your own video, it must be 30
  seconds or less and could be included in announcements if
  space allows otherwise will be played as students are walking
  into Chapel prior to 11:00 A.M.**

*This means a FULL WEEK notice. Due to the nature of these being video announcements, late
submissions will not be added after the Tuesday 5pm deadline.

Creation of full screen graphics (slides)

- Slides MUST be created in the widescreen HD format (1920 pixels x 1080 pixels).
- Please leave a 10% space around the outside edge of your slide as a safe area. Your text should be in the inner 90%.
  (If using Photoshop, there is a "Film/Video HDTV1080p" preset you should use which includes safe area guides)
- Failing to leave space around the edges likely will result in information being **cut off** when played back.

Creating a video for chapel announcements

- Videos created for chapel need to be :30 or under unless you have special permission from CAB.
- Videos need to be created in widescreen HD (16 x 9) format.
- Acceptable resolution for chapel videos are
  - 1920 x 1080
  - 1280 x 720
  - lower resolution video *may* not be accepted.
- .mp4 is the prefered file format, although other common formats can be accepted (.mov, .wmv, etc.)

- ***NO Vertical Video*** (Here is a link to a PSA to combat Vertical Video Syndrome https://www.youtube.com/watch?v=Bt9zSfinwFA)
  Vertical video has its place, but chapel announcements are not the place for vertical videos.