Chapel Announcements are due on Tuesdays* by 5 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 klmedaris@anderson.edu or tpettigrew@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

- Please make slides AU appropriate, have correct grammar/spelling, include date/time/location/contact info, etc.

- PLEASE use more imagery than words, 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 ONE TIME ONLY** 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 will NOT be included in announcements but instead be played as students are walking into Chapel prior to 11 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.

**Chapel video will also be posted to Anderson University CAB-IM’s Facebook page and YouTube each week to view at your leisure.

**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 preferred 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](https://www.youtube.com/watch?v=Bt9zSfinwFA))
  Vertical video has its place, but chapel announcements are not the place for vertical videos.