Special Event Media Request & Guidelines

Event: _____   Date / Time: _____

Contact Name: _____   Phone: _____

E-mail Address: _____

Media Needs: ☐ PowerPoint   ☐ ProPresenter   ☐ Video (DVD, File, YouTube)   ☐ Lighting

Using your own computer?   ☐ No   ☐ Yes (PC)   ☐ Yes (Mac)   Video Adapter: _____

Event media personnel:
All audio and/or visual equipment must be operated by authorized personnel. First Assembly of God will provide its own trained volunteers to manage the event's media needs.

Initial media meeting and walk-through:
It is highly recommended that you schedule a meeting with the event's media personnel as early as possible to discuss the specific requirements of the event and to become familiar with the facility's technical capabilities. You will want to relay your stage preferences during this meeting, such as desired lighting conditions and if any visuals are to be projected onto the screens. This meeting should be held no later than three days before the scheduled event.

Delivery of media:
You must provide all relevant media to the event's media personnel no later than three days before the scheduled event. Any media provided thereafter will be accepted as-is with no guarantee of equipment compatibility or playback accuracy. Media may be delivered via e-mail, USB drive or CD/DVD. Don't forget to arrange for the retrieval of any storage devices you lend us when transferring your files.

Acceptable media formats:
All screen media (video and presentation files) must be formatted to fit a 16:9 aspect ratio (1280x720 or 1920x1080). Media files with non-standard dimensions cannot be guaranteed to appear as intended.

> Audio files are accepted in the following formats: *.mp3, .aiff, .wav, or playable audio CD*
> Video files are accepted in the following formats: *.m4p, .mpeg, .mov, .avi, or playable DVD*
> Image files are accepted in the following formats: *.jpg, .png, .gif, or .tiff*
> Presentation files are accepted in the following formats: *.ppt*, .pdf*

*due to differences between various versions of PowerPoint, there may be noticeable differences between playback on your system and ours. We highly recommend exporting your presentations as .mov files to ensure accurate playback. You may also attempt to plug your computer into our system, but this is not always an option depending on your connection type.

Testing media before event:
Media personnel will make every effort to fully test your provided media to ensure system compatibility and playback accuracy. Time spent checking media is considered billable work hours. If testing of your media cannot be scheduled because it is delivered less than three days before the scheduled event, it becomes your responsibility to ensure there are no playback issues or incompatibilities with our system.

Alteration of media:
You will be notified in advance whenever it is deemed necessary to make a significant alteration to a media file, and we will obtain your approval before making any changes (e.g. reformatting slide graphics).