
SAINT JOHN NEUMANN A/V PRESENTATION REQUIREMENTS

Thank you for your commitment to the ministries and outreach programs at St. John Neumann and for your desire to share information with parishioners. These A/V requirements were created to answer questions about preferred file formats, capabilities and submission options for materials submitted to the A/V ministry for airing during Mass or during other presentations. We appreciate your cooperation and look forward to working with you to prepare for your presentation.

Guidelines for Scheduling a Pitch and Submitting Materials

Key Staff Contacts:

Jennifer Reinard, Communication Manager, jreinard.saintjohn@gmail.com

Ryan Jurden, A/V Coordinator, rjurden.saintjohn@gmail.com

- *Please submit your requests for time slots/pitches after Mass well in advance of your preferred pitch date. Requests for scheduling can be sent to Jennifer Reinard, Communication Manager, jreinard.saintjohn@gmail.com. Jennifer maintains the pitch schedule and will verify availability for your date. Some weekend pitches book months in advance; your flexibility is appreciated as we work to accommodate all of the requests.*
- Please submit the text of your pitch to jreinard.saintjohn@gmail.com as a Word document 1 week prior to your pitch date.
- *Videos must be submitted two full weeks before they are to be shown.* For example, if your material is to be shown at Mass on the weekend of June 21st and 22nd, the material is due by June 7th. Video and media files should be submitted to Ryan Jurden, A/V Coordinator, per the submission options noted below.
- *Please submit your material on time, as late submission may cause your presentation to be rescheduled or prevent us from showing your material in conjunction with your pitch.*
- Please label or include a note with your submission with your name, contact information (phone and email address) and the date(s) the content is scheduled to be shown. Pitch dates must first be scheduled in advance with Jennifer Reinard. Submission options include, in preferred order:
 - **A/V ministry and parish office staff may edit or refuse submissions for length and content and appearance.**
 - Dropbox file upload
 - Sign up for a free Dropbox account and forward the email used to create the account to rjurden.saintjohn@gmail.com – You will be given access to an upload folder where you can upload the file through a web browser or application installed on your computer
 - Drop off the file on a USB drive to parish office to the attention of Ryan Jurden
 - A/V ministry will attempt to return the drive to you by making it available for pickup in the choir loft the date your material is being shown, or in the FFC A/V room if your presentation is there – Drives not picked up after 1 week will be put to good use.
 - Burning file to a CD or DVD (not as a DVD that can be played in a DVD player, this reduces the quality significantly)
 - A/V ministry will attempt to return the disc to you by making it available for pickup in the choir loft the date your material is being shown, or in the FFC A/V room if your presentation is there – Discs not picked up will be discarded after 1 week.
 - Send a YouTube link to the video to rjurden.saintjohn@gmail.com
 - Dropping off a DVD or Blu-Ray of a video
 - A/V ministry will attempt to return the disc to you by making it available for pickup in the choir loft after the last time your material is shown, or in the FFC A/V room if your presentation is there – Discs not picked up will be discarded after 1 week.

File Format Preferences

The following guidelines are to be used if you are creating your content (editing a video, recording an audio clip or creating a PowerPoint). If you have no control over the creation of the content and cannot submit these requirements to the creator, simply look for the best looking and sounding version of the material you can find. A/V ministry will convert the files to the best format.

Video Files

- Preferred resolution: 1920x1080
 - Preferred aspect ratio: 16:9 (Widescreen)
- Preferred frame rate: 24, 29.97 or 30 frames per second
- Preferred audio format: Mono or stereo
 - Note that the facility can only output mono sound – Videos with stereo sound will be output in a combined mono output
- Preferred file format: .mp4

Audio Files

- Preferred audio format: Mono or stereo
 - Note that the facility can only output mono sound –stereo audio files will be output in a combined mono output
- Preferred file format: .wav

PowerPoint Slides

- Use 16:9 (Widescreen) slide size
- Use a font size no smaller than “54”
- Limit your slides to only the necessary information, you can expand on the information while speaking
- Don’t place words or other important objects too close to the edge of the slide
- Use contrasting colors for objects on the slide, such as white text on dark colored background or black text on a light colored background
- “Busy” backgrounds, such as pictures, make your text hard to read – Make sure the background behind your text is a solid color or a very gradual change in color
- Don’t use text or slide object animations except to auto-start video included in your slides
- Don’t setup any slide transitions, A/V ministry will apply a 1/3 second fade between each slide automatically
- Submit as .pptx file