

The Charlotte Church Proposed Service AV Standards

Communication Methods:

- Email av4worship@thecharlottechurch.org for standard requests (sermon PowerPoints, songs, etc.) by deadline outlined in the corresponding section.
- Reach out directly only for questions or special scenarios not outlined in this document. Also reach out directly if there is a reason the deadline cannot be met so we can try our best to accommodate.

Video Files:

Due to software limitations:

- Videos MUST be provided in downloadable files – **no** links to streaming-only media will be accepted (such as a YouTube link).
- Currently, only MP4 (.mp4) video files are accepted due to software limitations.

Sermons:

- Deadlines:
 - For “first time” speakers: (ones we haven’t worked with in the past where they don’t know necessarily the technology)
 - Saturday night before 8pm
 - For repeat speakers:
 - Sunday morning by 9:30 am
 - Notification of any YouTube videos
 - Saturday night before (by 8pm)
- Acceptable formats (technology limitations):
 - Microsoft Windows PowerPoint
 - Image slides (.png or .jpg)
 - This is the only acceptable way that Apple computers can provide sermon slides.
 - Apple’s presentation program files are not compatible with ProPresenter, and when Apple computers output to a “PowerPoint” format it messes up the formatting they’ve done. We worked out with Jake Rock that the image slides work fine.
- Please try to avoid using videos from YouTube. It is typically not acceptable to download videos from YouTube, and we have no control over whether advertisements pop up while playing.

- If videos are provided, please clip the video to the exact segment that you would like to display. For video files (not audio), the presentation program does not allow us to pick a specific time (minute:seconds) to start the clip.

Additional Announcement Slides: special scenarios like HOPE

- Deadline: Friday night before 8pm
- Format Options:
 - a. PowerPoint
 - b. Image of a slide (like has been provided for contribution)
 - c. Text and title of a slide