

POWERPOINT and DVD REQUIREMENTS INFORMATION

If you plan on using a DVD or a PowerPoint presentation as part of your show...please read this carefully...if someone will be creating these pieces for you, please share this information with them.
Call the Production Office at 561-207-5906 if you have questions.

PowerPoint Requirements

- Please download the **Title Template** at [click](#). Also located on our website www.eisseycampustheatre.org under Renting the Theatre. Save the file to your computer then open it and use it as a guide to create your PowerPoint presentation. As you will see in the file the resolution for the presentation must be set to 1024 by 768 (this may require you to set your computers display settings to 1024x768). Then design your slides so they use the 80% inside area of each slide. This will ensure that the information on your slides will not be cut off of the projection.
- Please include a blank black slide at the beginning and end of your presentation for video transitions.
- Package Your PowerPoint Presentation - PowerPoint has a feature in each of its versions to package your presentation and all its graphics, music and animations so that it can be played on any computer. In PowerPoint 2003 to 2007 this feature is called *Package for CD*. In PowerPoint 2000 and earlier versions, it is called *Pack and Go*. In all of the versions, the PowerPoint Viewer can be included in your package so that your presentation can even be played on computers that do not have PowerPoint installed.
- Your PowerPoint show will be loaded onto the Theatres laptop computer for you to run your presentation. The Theatre laptop has the 2007 version of PowerPoint software.
- If you plan to run your PowerPoint on your own laptop you must supply the laptop and a person to run the presentation for each rehearsal and/or show that it will be used in.
- Please have your PowerPoint package ready and delivered to the production staff at least 3 days prior to your date at the theatre. You may hand deliver or email your presentation to Scotty Fusion at fusions@palmbeachstate.edu. (Please include details of any attached audio or video files included in your PowerPoint.)

PowerPoint Tips:

Avoid lots of small text filling up one slide. The larger the font and less text on a slide the easier it will be to read. Use a type of font that is easy to read. Arial font is best.

DVD Requirements

- Please make sure your DVD can be played on any standard home DVD player.
- Please include 5 to 10 seconds of blank black video at the beginning and end of each video clip for video transitions.
- If your DVD video contains any menus, please be sure to properly label each clip on the menu screen.
- Please have your DVD video ready and delivered, in a protective case, to the production staff at least 3 days prior to your date at the theatre.

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