

## POWERPOINT AND DVD REQUIREMENTS FOR THE EISSEY CAMPUS THEATRE

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 find and download the "titlesafe.ppt" file where you downloaded this document or click here<[link](#)>. 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 "WIDESCREEN" – 16:9 ratio or 1024 by 768 resolution (this may require you to set your computers display settings to *at least* 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 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.
- If you plan to run your PowerPoint on your own laptop you must supply the laptop, cabling, and a person to run the presentation for *each* rehearsal and/or performance that it will be used in.
- Please have your PowerPoint package completed and delivered to the production staff **at least** 3 days prior to your event date at the theatre. You may hand deliver or email your presentation to Shannon McShane ([mcshanes@palmbeachstate.edu](mailto:mcshanes@palmbeachstate.edu)) or Jason Seigler ([seiglerj@palmbeachstate.edu](mailto:seiglerj@palmbeachstate.edu)). Please include details of any attached audio or video files included in your PowerPoint. The format should be on a disc *or* on a flashdrive or emailed via Dropbox.com.

### DVD REQUIREMENTS

- Please make sure your DVD can be played on any standard home DVD player and that's its resolution is 720p or above. We project media in High Definition only.
- 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 or on a flashdrive if it's a .mov or .mp4 file, to the production staff **at least** 3 days prior to your date at the theatre. You may deliver your media via email through Dropbox.com to Shannon McShane ([mcschanes@palmbeachstate.edu](mailto:mcschanes@palmbeachstate.edu)) or Jason Seigler ([seiglerj@palmbeachstate.edu](mailto:seiglerj@palmbeachstate.edu)).