First United Methodist Church, Jacksonville, TX.
~ Media Team ~

Projection Policies:

For anyone wishing to have something projected in the sanctuary, please make every effort to follow these procedures in order to give the Media Team the best opportunity to be able to project what you would like done. All projections should be coordinated and approved through the church office as to when you want the projection to be shown during the service, in order to avoid conflicts and coordinate with other events that might be scheduled for a given Sunday.

Scheduling:
- Contact <u>both</u> Allen Ross and Godbey Acker, as early as possible, once you know that you would like to have something projected, preferably, using these email addresses:
  - Allen Ross – allen@arossatty.com
  - Godbey Acker – gacker@suddenlink.net
- Provide us with information, as specific as possible, pertaining to what you want projected, and when.
  - Date requested for projection.
  - Subject matter – missions, youth, Readiness School, etc.
  - Media type – PowerPoint, Video, YouTube, etc.

Media Preparation:
- You need to advise if you will be able to provide the projection team with a "ready-to-show" format, or if you only have photos, raw data, etc., that will need to be scanned in, edited, or otherwise assembled, into a usable format.
- Things needing to be scanned, edited, put together from scratch, etc., will require a much longer lead-time, depending on complexity and desired outcome, as well as the scope of the project and the availability of someone to do this.
- While YouTube, GodTube, or other similar websites, contain viewable videos from a computer, it is usually not feasible to project those videos directly from the internet for several reasons:
  - For one, our internet connection at the church is very low bandwidth (not very fast when it comes to playing back a video to be projected.)
  - Also, our internet connection is not always reliable, sometimes dropping connection.
  - With "most" of these websites there is a means for downloading the video, and then converting it to an acceptable format for projecting from a file. Normally, if the link to that video is provided no later than Thursday, that should be plenty of time to determine if the video can be downloaded and played from a file, rather than from the internet.
- Typically, projected media should not be longer than 3 – 5 minutes, and subject to other projections or events occurring during the service, or that segment of the service.
  - Prior to the service beginning… typically, the time when announcements are being shown.
  - During the Welcome and Announcement time.
  - At other times during the service, as approved through the church office.

Time-Line:
- For any "ready-to-show" media, it needs to be delivered no later than Thursday.
  - To the projectionist (Allen or Godbey) as coordinated with them.
  - To the church office, during regular office hours, as coordinated with the projectionist, so they can plan to go by the church and pick up the media.
- For any other media, the time-line for delivery will need to be coordinated with the projectionist who has agreed to assist with the projection project.