

Carson Oaks Media Team Submission Guidelines

Videos/Presentations:

1. All videos must be submitted to the Worship Leader or the Media Leader no later than 1 week before it is to be shown.
2. Resolution should be 1024x768 (or 4:3 aspect ratio)
3. Video should be saved as .MP4 (Mpeg-4) format
4. Music on video should be of studio/CD quality (no phone recordings, no raspy/white noise sound, etc.) and at a decently loud volume (as close to -5db as possible)
5. Guest Speakers should provide any and all media (powerpoint, videos, music) no later than 1 week before speaking date.

Audio:

1. Guest musicians should provide a list of member needs (mics, number of channels, stage arrangement, etc) no later than 1 week before performance date
2. Team should be notified of any children's choir performances no later than 2 weeks before performance date, and notified as far in advance as possible of any practices with media needs.
3. Guest Speakers should either bring their own mic or provide us with a preference (head-worn, handheld etc.) no later than 1 week before speaking date.