

HOPE Production

Lutheran Church of Hope recommended standards for Audio/Video assets to be used for Outside Events, Classes, Weddings, Funerals, and similar. Please direct questions or comments to "production@hopewdm.org".

General Notes -

While it is acceptable to test media a few hours before the event, we strongly recommend testing at least 24 hours before the event to give everyone involved plenty of time to sort out any issues that might arise.

There are no DVD players in Hope's venues, so please do not use a CD/DVD to transfer the files to Hope. Digital files on a jump drive or DropBox link are the best way to transfer files to Hope's team.

Picture slideshows - Picture slideshow videos should be in an MP4 format, 1920x1080 resolution, with desired picture transitions and music embedded.

Individual pictures should be in JPEG or PNG format and ideally 1920x1080 resolution. We realize that older pictures won't be in 1920x1080 resolution. They can still be used in the slideshow, but they may look fuzzy or blurry on the screens. We will use a simple transition between the pictures and music will normally be Hope's prayer music playlist.

Please provide a jump drive or DropBox link to transfer the video or pictures to Hope. (We have not had much success using Google Drive.)

Music Playlists (songs, music) – digital audio files should be in MP3 or WAV format. Other formats are not guaranteed to work properly.

Please provide a jump drive or DropBox link to transfer the audio files to Hope. (We have not had much success using Google Drive.) There are no CD players in Hope's venues, so please do not use a CD to transfer the files to Hope.

Videos – videos should be in an MP4 format, 1920x1080 resolution. While it is acceptable to test media a few hours before the event, we strongly recommend testing at least 24 hours before the event to give everyone involved plenty of time to sort out any issues that might arise.

Please provide a jump drive or DropBox link to transfer the audio files to Hope. (We have not had much success using Google Drive.) There are no DVD players in Hope's venues, so please do not use a DVD to transfer the files to Hope's team.

Presentations – PowerPoint presentations can be run directly from PowerPoint in classrooms. Some classrooms and venues are set-up to allow a presenter to plug in their own laptop to display a presentation. BE SURE TO CHECK WHAT IS POSSIBLE IN THE ROOM YOU ARE SCHEDULE IN.

Our main venues do not run PowerPoint presentations directly. We convert your slides to JPEGs and use ProPresenter to display the individual slides. Embedded audio, embedded video, animations, web links, etc will not display; DO NOT USE THEM. If you're using a font that we do not have installed, it will NOT display it properly. If you provide us with a TrueType font file, we *may* be able to get it working, but cannot guarantee this. Providing presentations in advance will allow us to check over the presentation and help correct any issues that may adversely affect how the presentation is displayed.