# BRIERCREST
## CHRISTIAN ACADEMY

Graduation

**Grad Family Celebration: Technical Information for Media Submissions**

BCA Graduation, June 16 – 17, 2018

Briercrest Christian Academy Grad Family Celebration
The Tradition Continues: Honour Your Family & Let Your Light Shine Bright!

### Background:
Briercrest Christian Academy maintains the tradition of showing gratitude and honouring your family, friends and BCA staff for the countless hours they have invested in you to help you accomplish this great milestone of graduation! Pay it back to those who've blessed you—and pay it forward to future grads by leaving a beautiful testimony of your life to encourage their hearts, minds and souls.

### Information:
All grads wishing to participate in the Family Celebration need to fill out a form explaining what they intend to do. The information collected here is important to the planning that the staff and volunteers do to make the evening a special celebration for you and your friends and family. Register Your Tribute on the link provided on the "Forms for Grads" page at https://www.briercrestchristianacademy.ca/academics/graduation/.

### Who Needs to Fill out a Form?
We need to have one form filled out for every "act" in the show.  If there are multiple people in an act, get together and have only one person fill out the form, making sure to list all of the participants' names.  If you are in more than one "act", your name will need to appear on the form for each of those acts—but we don't want multiple forms for each act.  If you have any questions, please ask at the BCA office.

### Media Preparation Requirements:
ALL MEDIA MUST BE SUBMITTED IN ADVANCE FOR REVIEW AND TESTING.  Check the due date for the media listed on the "Forms for Grads" at https://www.briercrestchristianacademy.ca/academics/graduation/.

## NAMING YOUR FILES:

- IMPORTANT: When you submit your media files, put your FULL NAME in the title of the file.
- DO NOT make titles that look like "GRAD" or "Slideshow1" or song titles like "happybirthday.mp3".
- PLEASE DO give us files that look like this: yourname.mp3 or yourname.mov or yourname_slideshow.pptx

## VIDEO FILES:

When submitting a video file for your tribute, please adhere to the following video specifications:

- ACCEPTABLE file formats and codecs:
  - Apple Quicktime Codecs with one of following file extensions:  .mov, .m4v
  - MPEG 4 video codec with file extension .MP4
  - Not always reliable but accepted: Windows Media Video codec with file extension .WMV
- UNACCEPTABLE file formats and codecs:
  - MPG, MPEG2, DVIX, MKV

## RESOLUTION:

- ACCEPTABLE:
  - All Standard Definition (SD) and High Definition (HD) resolutions are accepted in 4:3 or 16:9 (widescreen) aspect ratios.
  - We recommend that video be a minimum of 1280x720 pixels in resolution.
  - The Hildebrand's Screen is running in HD 720P and is a 16:9 aspect ratio. Preparing your video in this format will yield the best results.
  - If you are recording a video with your iPhone or similar mobile device, always turn your device to landscape view (sideways) rather than the vertical orientation.  Video always looks better in landscape mode and fills the screen better.
- UNACCEPTABLE:
  - We do not accept 4K resolution video formats.

## FILE SIZE:

We recommend that videos be a maximum of 500MB in size.  For short videos, this is easy and most will fall below this size.  If you have a long special video that requires additional size, please make note of it on the registration form in the notes section.

## AUDIO/MUSIC FILES:

- ACCEPTABLE:
  - Please submit audio files in a high-quality MP3 format or WAV format.
- UNACCEPTABLE:
  - Ripping music from YouTube usually does not turn out well and has poor sound quality.
  - Please ensure that the file does not have any Digital Rights Management (DRM) or copy protection embedded in the file.  For example, some songs downloaded and purchased from iTunes or other music suppliers will only play if you sign into the device with your account.  This scenario does not work in our playback systems.
  - Please do not give us Phones or MP3 players.  Given the type of event and large volume of media, we need to have an MP3 file of the music.

## PRESENTATIONS:

- ACCEPTABLE:
  - MS PowerPoint or Apple Keynote
    - Because there are many versions of PowerPoint, and all computer systems are not created equally, PowerPoint files do not always look the same when they are played on a different computer than the ones on which they were created.  Often, transitions, fonts types and sizes do not look the same.  For this reason and for the simplicity of playback, we recommend that you export your slideshow to a video.  Most current versions of PowerPoint allow you to export to video.  Check your help file or ask Google for help.  Microsoft has easy tutorials online for how to make a video out of PowerPoint.  If you are using Keynote, the same applies; Keynote will export video.
    - If you are going to submit a PowerPoint or Keynote, the file MUST include self-running timings and transitions.  Any music must be embedded in the presentation and must be packaged with the PowerPoint or Keynote file.  Before you submit the PowerPoint file, take it to a computer that is different than the one you made it on and test it to be sure everything works as you expect it.  The technicians who will play back your file won't edit it or manually advance the slides so it needs to work correctly on multiple computers.
  - TUTORIALS:
    - PowerPoint 2016 & 2013 video export instructions: http://ow.ly/AC 3P3005zPv
    - PowerPoint 2010 video export instructions: http://ow.ly/XFDe3005zWl
    - Keynote video export instructions:
      - http://ow.ly/VYJJ3005BfF
      - http://ow.ly/bHkN3005BkO
      - http://ow.ly/NH8p3005AYU