

# CHAPEL SLIDES

## WHO IS ELIGIBLE?

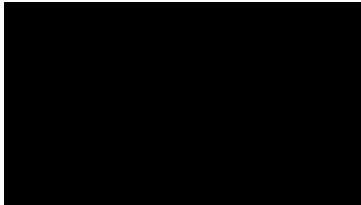
Any student organization, academic department, or other approved Baylor entity may submit a slide for display before and after the chapel program.

## GENERAL GUIDELINES

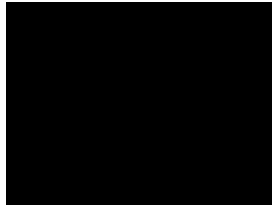
Each slide must follow the formatting guidelines below. Any submitted slide that does not follow these guidelines will not be displayed.

Chapel slides must be submitted to [baylor\\_chapel@baylor.edu](mailto:baylor_chapel@baylor.edu) a minimum of two (2) business days before the date they are to be displayed.

## FORMATTING



*16:9 (ideal)*



*4:3 (acceptable)*



*square (not acceptable)*



*vertical (not acceptable)*

The orientation of the screens in chapel are 16:9 and, they work best with horizontal slides that measure 1920 pixels by 1080 pixels.

The simplest way to create these slides is to use PowerPoint. Ensure that your slide size is set to Widescreen (16:9).

The preferred file format for submitted slides is JPEG. You can save a PowerPoint presentation as a picture by going to File > Save as Pictures. PowerPoint files are also accepted.

To be legible to those attending Chapel, text on slides should be no smaller than font size 24.

No vertical slides.

## SUGGESTIONS

Be mindful that the students in Chapel have ten seconds to read and comprehend the entire slide. A large amount of text is impossible to read in that time. There is only enough time to identify who you are, why you have made the slide (e.g., an upcoming event), and a clear way to contact you for more information (either email address or the time and location of an interest meeting).