

DVD Presentation Guidelines

Texas Annual Conference

May 25–28, 2008

If you plan to present a DVD presentation as your conference report, please submit the following information in writing with your technical formats by Thursday, May 1 to:

Eleanor Colvin
Director of Communications
5215 Main Street
Houston, Texas 77002
ecolvin@txcumc.org
713-521-9383 x334

NAME:

COMMITTEE/BOARD SUBMITTING REPORT:

ADDRESS:

PHONE:

E-MAIL:

DATE OF PRESENTATION (If known at this time):

PLEASE NOTE

- Submit DVD or MOV QuickTime high resolution files
- DVDs should be pre-tested on multiple computers before submission.
- If there is to be a musical accompaniment to a presentation during a worship service or business session that requires the house sound operator's involvement, all music must be placed on one CD in consecutive tracks.
- Please submit a separate form and CD or DVD for each presentation.