

To better aid the technician and to help increase the smoothness of transitions during any screening event, the media center recommends the following specifications when compiling screening tapes, DVDs, and from laptops.

\*note: for the ease of this sheet the term "film" will be used to represent any film, video, animation, motion graphics, etc.

## VHS + MINIDV

The media center recommends 25 seconds of black before the first film or title card, 5 seconds between each film (if necessary), and 1 minute of black after the last credit for all formats.

If being created for the screening or by a student, staff, or faculty please include the standard 25 seconds of black before the first title card or film, as well as 1 minute of black after the last credit. For screenings which include a series of works, 5 seconds of black is recommended inbetween each film.

If the VHS was purchased, then simply hand the tape to the technician. Most professionally created tapes have a black screen before the film begins.

## DVD

If being created by a student, staff, or faculty from within MCAD using DVD Studio Pro we recommend that the title menu created for the DVD be a black screen with an invisible play button. This allows the technician to pre-load the DVD menu before the auditorium opens, and creates little to no time between lights out and the beginning of the screening. The media center also recommends scheduling a run through in the auditorium enough time beforehand to return the DVD if it is necessary.

If the DVD will be made using iDVD, then please include the standard 25 seconds of black before the title and 1 minute of black after the final film is screened.

If the DVD has been purchased, then simply hand the DVD directly to the technician for your event. Most professionally created DVDs have a black screen before the film begins.

The Media Center recommends that a back-up tape (VHS or 3/4) also be recorded and given to the technician for screenings on DVDs.

## LAPTOPS

The Media Center highly recommends that an appointment with the technician of your event be made at least one hour before set up time to test out the laptop that will be used.

A reminder that the laptops monitor out connection cord must be brought with the laptop in order to patch it into the auditorium system.

Because of the large variety of materials projected from laptops, the technician will be able to assist you in setting up the laptop from project so either the technician or yourself can operate the laptop during the event.