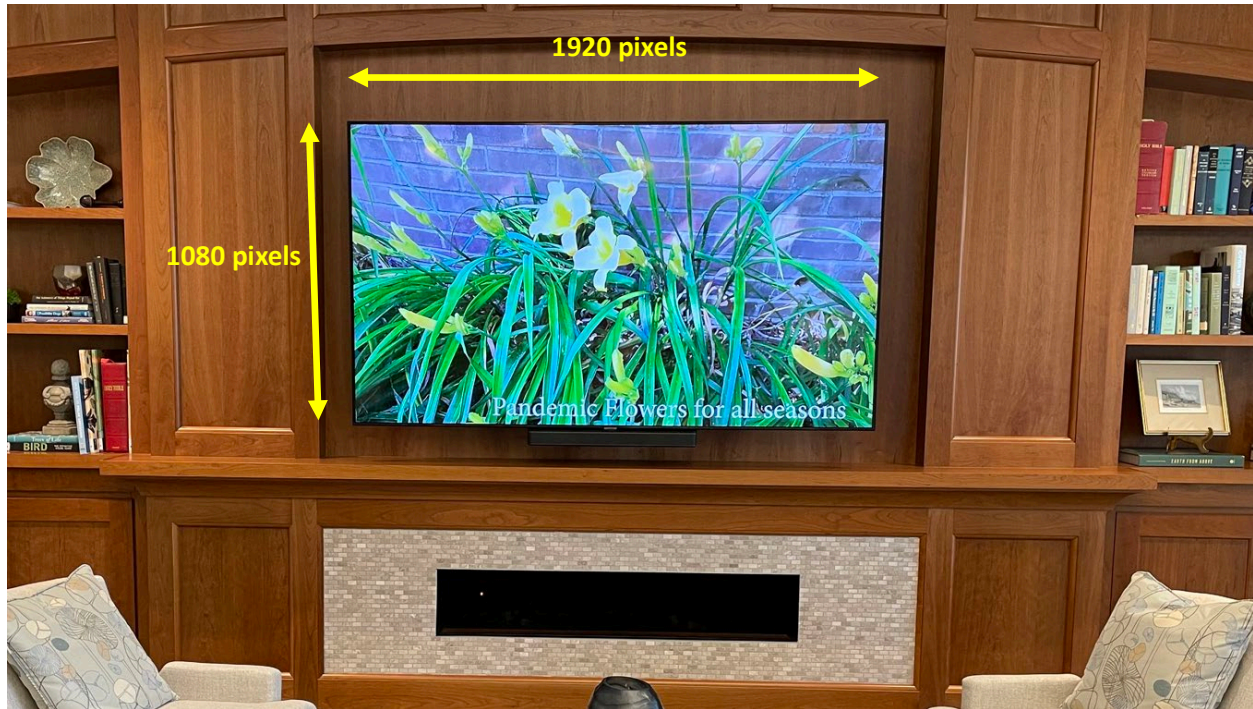**FORMATTING IMAGES FOR SCREEN SIZES AT LEWINSVILLE**

We have three different screen sizes in the church – 98", 75" and 55" screens. But no matter what the actual size, images created for these screens need to fit the aspect ratio for a high definition screen.

The aspect ratio is 16:9 or 1920 pixels by 1080 pixels.

All of our screens are high definition screens, so all images should be formatted at 96 dpi (dots per inch). In Publisher, the image creator should select formatting the image for the web at 96 dpi.

1920 pixels at 96 dpi = 20 inches
1080 pixels at 96 dpi = 11.25 inches

The Lewinsville Blue:

Pantone Color 295
Hex Color: 004c84
RGB: R=0 G=76 B=132

PLAN FOR WHAT TO POST WHERE

We have 8 screens with BrightSign Players, and all BrightSign screens should have something on display from 8 am to 10 pm daily. Below is the plan for the screens:

- St. Andrews Hall - Events
- Narthex East (right side facing sanctuary) – Our Latest Photos
- Narthex West (left side facing sanctuary) – Welcome slides with flowers
- Welcome Center (Rotunda entrance area) – Wayfinding Slide, Staff Slide
- Education Wing (outside Room L02) - Events
- Fellowship Hall (bottom of stairs from St Andrews Hall) – Our Latest Photos
- Music Entrance – Wayfinding Slide, Staff Slide, Chancel Quartet Slide
- Alcove (3rd floor alcove area) - Events
- Vestibule (1st floor) – Wayfinding Slide, Staff Slide (NOTE: This screen does not have a BrightSign Player. It is managed by USB only)

Possible exceptions to the above:

- If we have a large group of new members, we will want the entire congregation to see their faces and names and call attention to them. When this happens, reverse the Narthex East and West and put the new members on the Narthex West screen.
- For photos from SMP – Since very few events happen in July, and since everyone loves to see a large number of SMP photos, plan to put them up on the St. Andrews Hall Screen as well as the Fellowship Hall Screen, and move events to the Narthex East Screen.

All plans are subject to change over time!