

# TNC Special Event Technical Requirements

*Updated May 2026*

To ensure your event runs smoothly, all media, slide decks, and technical requests must adhere to the following specifications and deadlines.

## I. Media & Presentation Specifications

- **Aspect Ratio:** All slides and videos must be in **16:9 (Widescreen)** format.
- **Resolution:** 1920 x 1080 pixels is the native resolution for our screens.
- **File Formats:**
  - **Slides:** Preferred as a high-quality PDF or individual JPEG/PNG files. (PowerPoint files may experience font/formatting shifts).
  - **Video:** MP4 or MOV files only.
- **ProPresenter 7:** If you are providing a ProPresenter 7 bundle, it must be exported with all media included.

## II. Audio & Video Production

- **Audio Feeds:** External videographers requiring a direct audio feed from the **SQ-7 console** must notify the Lead Sound Technician at least **one week prior** to the event.
- **Instrument Inputs:** Our stage uses a **GX4816** stagebox. Please provide a stage plot for any musical groups at least **10 days prior** to the event.
- **Streaming:** TNC provides basic streaming services to Vimeo/YouTube. Any external streaming requests must be vetted by the IT Director.

## III. Deadlines & Personnel

- **Two-Week Deadline:** All final slide decks and media files must be delivered to the Lead Projectionist exactly **14 days** prior to the event for testing.
- **Lead Technician:** All technical operations must be overseen by a TNC-approved technician. External operators are not permitted to use the SQ-7 or LightKey systems without prior written authorization from the AV Director.
- **Setup Time:** Standard rental includes **1 hour** of technical setup. Additional time must be requested and billed at the hourly rate.

## TNC AV/IT Department

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