

Technical Guidelines for Marquee and LCD Monitor Use at the Spokane Convention Center

A slide will be posted on the marquees and LCD screens in advance for each event that is open to the public or which has tickets on sale. Private events may have a welcome screen posted on the day of the event if the show chooses to do so.

A Licensee has the option of supplying their own artwork for the monitors and marquees. Artwork should be provided according to the design specifications below. If files are submitted trouble-free there will be no charge. Any submission not meeting the specifications below is subject to a \$40/hour technical support fee.

Design specifications:

INB PAC Exterior Marquee: Uncompressed .jpg, 240 pixels wide x 144 pixels high.

Recommendations: Avoid large areas of plain white; keep text short and simple (name of event and date) Please also supply a copy of the original layered file if available.

GH Hall Exterior Marquee: Uncompressed .jpg, 400 pixels wide x 300 pixels high.

Recommendations: Avoid large areas of plain white; keep text short and simple (name of event and date), try to avoid extremely small text and detailed logos. Please also supply a copy of the original layered file if available.

Interior LCD widescreen monitors:

For a single slide: Uncompressed .jpg, 1067 pixels wide x 600 pixels high.

For multiple slides: Submit as Microsoft PowerPoint 2003. For best results build your presentation using widescreen, 16:9 or landscape dimensions; otherwise tall images will be stretched to fill the dimensions of the monitor. PowerPoint files *must* be under 19 mb. Larger files must be broken up into separate .ppt documents. **Please note:** there are no playlist controls for the monitors, PowerPoint presentations are displayed only as a continuously looping slideshow.

DVD: DVD's can be played and looped; however, no user interaction will be available. Use of the internal LCD screens are shared by all users of the Spokane Convention Center on the date(s) of your event. Exclusive use of the monitors may not be available on your event date and can be verified with your Event Supervisor.

Exceptions:

Wedding photos on the marquee: If a wedding wants their photo up, they just need to submit a photo in jpg format. They don't need to prep anything else.

