QUINSIGAMOND
Community College

Media Services Department

Media for Events

Time frame for receiving media

In order to ensure compatibility of your media with our systems, and to ensure proper playback of media, we ask that we receive it no later than two business days prior to the day of the event. Media Services cannot guarantee compatibility of any media submitted outside of this time frame.

Media Formats

For the best possible compatibility with our systems, please use the following guide:

- For slideshows : Create your slideshow in Microsoft PowerPoint. If you are using another program, and it has the capability to export to a movie, please export to MP4.

- For music : MP3 format, either on CD or flash drive for import.

- For movies : All movies should be in MP4 format.

If multimedia cannot be delivered in one of the requested formats, please contact Media Services immediately as additional time may be needed for conversions. This will help us to ensure compatibility with our systems.

Lighting

The technician working your event will be controlling all lighting. If there's specific lighting needed, please inform the technician prior to the event.

Event programs

If a program for your event is available, please have one available for the technician(s) working the event. Programs assist the technicians in becoming more familiar with the event, allow them to make notes regarding any required cues, and for following the event's progression.

Modifications to this policy

Media Services reserves the right to change this policy as required by the needs of the department, availability of resources and/or personnel, and to accommodate any changes to QCC policy. For any questions regarding this policy, please contact Media Services.