



St. Raphael Church
 525 Dover Center Road
 Bay Village, OH 44140
 440-871-1100

MINISTRY

Digital Signage Request Form

This form is intended for use by ministry leaders to request announcements for display on the large 85" digital sign in Good Shepherd Square.

Request Date: (the date this form was submitted to the Parish Office) _____

Requested By: (your contact information) Name: _____

Phone: _____ Email: _____

Parish Ministry/Organization: (What ministry/group is making this request?)

Ministry/Group: _____

Activity/Event: (What is the activity or event to be promoted by the digital sign?)

The digital sign has two sections for displaying announcements: Ministry Section (graphics) and Ticker Section (text only). See page 2 of this form for a description of these two announcement types.

-----Request a Ticker Section Message-----

Start/End Dates

Messages are programmed to begin appearing on the sign on a particular Starting Date and will be displayed continuously from that date through a programmed Ending Date.

Starting Date: _____ Ending Date: _____

Message

Your text message may be a maximum of 60 characters. Please print clearly:



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*Prepare the announcement as a *jpg* or *png* graphic image.

*Maintain a 16:9 aspect ratio to fill the display area (example: 1920x1080). If you maintain that aspect ratio, then the display software will scale your image up/down to fit the entire display area, regardless of image pixels per inch (ppi).

*Ensure at least 52 ppi for the image when fully scaled to the display area of 1947x1095 pixels

*Font size should be at least 17-point for readability

The screenshot shows a digital signage interface with the following sections:

- Header:** Time 11:41 AM, THURSDAY, JUNE 9. Weather: NOW 67, FRI 73, SAT 73.
- SCHEDULE:**
 - 11:30 am - 12:30 pm: Frank Avallone Funeral Mass, Church
 - 6:00 pm - 7:30 pm: Catholics Coming Home, Community Room A, Church
- Ministry Section:** A central graphic with the text "Look for Ministry News here" and a list of ministries including Adult Education, Alpha, Altar Server Ministry, Archangels, Athletics, Avilas, Littlest Angels, Bakery Club, Baptism Class, Bible Study, Birthright, Boy Scouts, Bridge Group, Catholic Men's Fellowship, Catholics Coming Home, Chancel Choir, Children's Choir, Confirmation, Cookie Extravaganza, Cub Scouts, Divine Mercy Cenacle, Evening Prayer, Eucharistic Adoration, Eucharistic Ministers, Faith, Men's Retreat, Ministry of Consolation, Ministry of Prayer, Parish Mission, Parish Picnic, Parish School, Parish Social, Parish Study, Parish Ushers, Parish Workers, Parish Youth, Parish Young Adults, Parish Young Men, Parish Young Women, Parish Young Men's Society, Parish Young Women's Society, Parish Young Men's Society, Parish Young Women's Society, Parish Young Men's Society, Parish Young Women's Society.
- Ticker Section:** "Launch of Eucharistic Revival OPENING MASS, PROCESSION, AND XLT JUNE 11, 2022" with details about the mass at St. John the Evangelist, procession to St. Peter Church, and XLT starting at 6:15 pm.
- Bottom Ticker:** "in the Franciscan Chapel [ADORATION]: Starting June 17th, Fri 10am"

Ministry Section

Ticker Section

INSTRUCTIONS

Ministry Section announcements must be submitted electronically as graphic images using the form at saintraphaelparish.com (under Ministries tab)

Ticker Section announcements may be manually submitted using the first page of this form or electronically at saintraphaelparish.com (under Ministries tab)

Need Help?: Contact Colin Blayney at cblayney@saintraphaelparish.com