



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

STAFF

Digital Signage Request Form

This form is intended for use by staff members 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: _____

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

The digital sign has two sections for displaying announcements: Staff 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:



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

STAFF

Digital Signage Request Form

*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. At the top, it displays the time 2:57 PM, the date WEDNESDAY, OCTOBER 19, and the current temperature 41°F, along with forecasts for Thursday (52°F) and Friday (63°F). Below this is a red header with the word "SCHEDULE" in white. The first schedule item is "Raiders Club - PM" in red text, with "PAC" below it. The second item is "3:20 pm - 4:30 pm" in black, with "Raiders Club - PM" in red and "Lunch Room" in black below it. The third item is "3:20 pm - 6:00 pm" in black. Below the schedule is a graphic with the text "WE ARE ONE" where the "O" is a cross and the "N" and "E" are stylized. Below that is "Saint Raphael School 2022-2023". The bottom section is titled "NEWS & EVENTS" and features a photo of a white goat. To the left of the goat is the text "Find Parish" and to the right is "Here". At the very bottom, a red bar contains the text "end Alpha, Tuesdays @ 6:30pm, Community Room [PARISH]: All or".

Staff Section
Ticker Section

INSTRUCTIONS

Staff 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