AZUSA PACIFIC UNIVERSITY
CHAPEL ANNOUNCEMENT SLIDE REQUESTS
Chapel Programs Office (626) 812-3088 chapel@apu.edu

Please submit this form with your graphic attached to chapel@apu.edu AT LEAST 3 BUSINESS DAYS before the first desired airdate. Slides/Requests submitted late cannot be accommodated.

Pre-Made Slide Requirements Checklist:

☐ Must be submitted as a .JPG or .PNG file. Submitting other file types (post cards, PDFs, PowerPoint, etc) will NOT be considered pre-made and will incur the $15/day rate.

☐ Must be 1280 x 720 pixels, or 1920 x 1080 pixels (preferred), as we project a 16:9 HD aspect ratio.

☐ Text must be clearly legible and large enough to be readable at a distance. Maximum of 6 lines and 6 words per line.

☐ Text must be inside the graphic safe and title safe boundaries (see example below)

*Text needs to be large so that it is legible from a distance... fonts this size work well.

*KEEP TEXT IN THIS GREEN BOX!

*Don’t get too wordy! Keep it simple so students are able to follow your message!

Usage of the APU logo must conform to University Relations’ brand guidelines, outlined in the graphics standard manual: Available for download online.

Text Safe Bounds: All text must be in green box! (80% of frame)

NO Text here: Graphics Safe Boundary (90% of frame)

No Text or Graphic in red box, it will get cut off! (backgrounds ok, 100% of frame)

Fees:

• $10.00 per day, per advertisement
• $15.00 per day, per advertisement, if graphic creation/amending is needed.

Maximum of 3 days airtime. We reserve the right to edit all entries.

Charge to Department Acct. # ______________________________

Please print or type entry: (Maximum of 6 lines – 6 words per line)

1. _______________________________________________________________________

2. _______________________________________________________________________

3. _______________________________________________________________________

4. _______________________________________________________________________

5. _______________________________________________________________________

6. _______________________________________________________________________

Department Name: ______________________ Submitted by: ______________________

Phone/Ext: __________________________ Date(s) to appear in Chapel: __________________________