

# BTP Slideshow Promotion Guidelines

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To ensure a more streamlined process of promoting items during our mass presentations, we outline the deadlines and requirements for both the requestor and our staff members below.

## Contact Information

### *Parish Administrator*

**Current Staff:** Fr. Jonathan Schmeckel  
**Email Address:** [frjonathon@btsje.org](mailto:frjonathon@btsje.org)  
**Phone Number:** (920) 467-4616 ext. 306

### *Slide Show Volunteer*

**Current Volunteer:** Deb Hasler  
**Email Address:** [hasler\\_family@charter.net](mailto:hasler_family@charter.net)  
**Phone Number:** (920) 889-0355

### *Projection Administrator*

**Current Staff:** Mitchell Lemons  
**Email Address:** [bt-projection@btsje.org](mailto:bt-projection@btsje.org)  
**Phone Number:** (920) 467-4616 ext. 317

## Request Process

1. All requests must be approved by the *Parish Administrator* or the *Projection Administrator*.
2. Unless otherwise specified, all requests must be submitted before the deadline.
  - a. For weekend mass promotions: 10:00 AM on the Thursday before the mass.
  - b. For all other promotions: 7 days before the event/mass.
3. All requests must include the following, **sent by email** to the *Projection Administrator*:
  - a. **The dates** that you want the promotion to run.
    - i. Long-running promotion (over 2 weeks in a row) may only show for a subset of weekends requested to allow for fresh promotions to also be viewed.
  - b. **The location in the presentation** that you want the promotion shown.  
(after announcements, after homily, before mass, etc.).
  - c. **Any prompt(s)** for our projection operators if the promotion isn't a "simple" slide or if the operators should wait for any queues to show the promotion.
  - d. **The promotion/slide(s)** that you would like us to show. There are 2 options for this:
    - i. The requestor fully prepares the promotion/slide(s).
      1. **REQUIRES:** a .pptx file that includes promotional slides.
      2. You may create PowerPoint slide(s) and send it in with the request.
      3. We will use the slide "as-is", without any format matching.
      4. Please use a Widescreen format (16:9), not Standard (4:3).
    - ii. A Staff member and/or Volunteer prepares the promotion/slide(s).
      1. Reach out to the *Projection Administrator* or the *Slide Show Volunteer*.
      2. Include any/all information you would like in the promotion, including verbatim text, images, videos, and/or format requests.
      3. As this requires more time to prepare, these requests will need to be submitted by the following earlier deadlines:
        - a. For weekend mass promotions: 10:00 AM on the Monday before the mass.
        - b. For all other promotions: 14 days before the event/mass.
4. All media (images, videos, and text) will be reviewed and we may contact you if we have concerns about copyright or approvals.