

# CONTENT & MEDIA

## Client Reference



Thank you for taking the time to review your content and media. It helps us provide seamless execution for your event so that we can guarantee excellent results. Please see below the preferred formats for media used with TEP systems.

### Presentations

- PowerPoint – 16:9 aspect ratio preferred, Presenter View or Mirrored
- Keynote – 16:9 aspect ratio preferred, Presenter Display or Mirrored
- Please also attach a folder with all embedded content and media, if possible.

### Videos

- Preferred format: Apple ProRes 422 Proxy (.MOV)
- Acceptable Formats: MP4 (H.264), MOV, AVI
- Please reformat: WMV, MKV, FLV

### Audio

- Preferred format: WAV (48k/44.1)
- Acceptable Formats: MP3, AIFF, M4A
- Please reformat: FLAC, WMA, DRM

### Images

- Preferred format: PNG
- Acceptable Formats: JPEG, GIF
- Please reformat: TIFF, BMP

We can reformat any media file, but this will take time either onsite or in advance.

### Show Flow / Cue Sheet / Run Order Example



**SHOW FLOW**  
AV & MEDIA CUES

**Order:**  
**From:**  
**To:**  
**TITLE:**

CUE	TIME	PRESENTER	ACTION	AUDIO/VIDEO	MEDIA
1	7:00	Eduardo Cosentino	Speech (5 min)	Cosentino logo	PPT
2	7:05	Eduardo Cosentino	Intro Video	CUE VIDEO (5 min)	"DNA.mp4"
3	7:10	Eduardo, Brian, Bill	Ribbon Cutting	Cosentino logo	PPT
4					
5					
6					