

# Sponsor Loop Help Sheet

**Sponsor loops can be provided in a number of ways:**

**1. Send us individual files:** This is most common. We will take the files and play them in a continuous loop on our video switcher. We can mix in still images and videos.

**Images:** Send images as .jpg files at 1920x1080 resolution. Low resolution images will look fuzzy on the screen.

**Videos:** Send videos as .mp4 files, also at 1920x1080 resolution. If there is audio with the video, please let us know. We will either need to bring a speaker system or plug into a current system. We may also need to coordinate when these videos with sound will play.



**2. You create the sponsor video:** You can create a video of your sponsors the way you want video to look. We can then run the one video on a loop throughout. Once again, send as an .mp4 file at 1920x1080.

**3. We create the video:** If you want more production beyond a looping sponsor reel, we may be able to help create your video. Please let us know if this is something you are interested in and we can create this for a fee. Send us the sponsor files as shown above.

**4. PowerPoint:** This is a simple way to create a sponsor loop using PowerPoint. Make sure to create the presentation in a 16x9 format. Once you have created the slides do a "save as jpegs" in PowerPoint and send us the files so we can put in our video switcher.

*Note: Please provide us a list of all sponsors so we can check and make sure none are missing, or if there is a specific order. No one wants unhappy sponsors.*

*Note: Try not to use white as your background color. White is harder to read from, shows the most imperfections, and uses the most power. All good reasons not to use.*

**Images:**  
.jpg files  
1920x1080

**Videos:**  
.mp4 files  
1920x1080

## Send Us Your Files Online

- Send to our hightail dropbox
- <https://www.hightail.com/u/jumbotron>
- Send up to 2 GB
- It is very user friendly
- Send at least a week ahead of your event
- We like to test ahead of show
- Send a list also so we do not miss any
- Email us letting us know you have sent

## Provide Extras on Site:

- Provide a USB stick with late files
- Make sure it is compatible with PC
- Also bring back up of files sent online, just in case.
- If we receive files on site, we will do our best to make them work, but there is no guarantee

## Audio In Your Files

- Please make us aware if you have audio
- We can provide a PA System
- Or have your audio sound team provide a cable XLR drop at our screen
- You do not want two sources of audio at the same show