Commander's Channel Slide Submission Policy

CFAY Public Affairs provides tenant commands and approved private organizations the opportunity to post information, public service announcements and other notices on Commander's Channel for the benefit of the CFAY community.

In order to ensure the most pertinent, informative and up-to-date information is aired on the Commander's Channel, the Public Affairs Office requires that each slide submitted for consideration to be posted on the channel meet certain criteria.

Anyone wishing to post information on Commander's Channel must ensure that their command or organization is approved to do so. Additionally, approved commands or organizations may not be able to advertise certain events due to legal restrictions.

All slides must be submitted to yokosukareport@gmail.com along with a completed submission form that clearly lists the command or organization submitting the slide, contact information for the person submitting slide, a start date and kill date for the slide and a brief description of the slide.

Furthermore, to ensure that slides are able to be viewed properly, CFAY PAO asks that all slides are created in compliance with the specifications listed on page 2 of this form. All slides will be reviewed by the PAO for suitability and any slide submitted outside of the given parameters will not be accepted.

The maximum time a single slide may run without being resubmitted is 3 months. Slides will not be stored by the Public Affairs Office after the kill date so please ensure that slides that your command may use again are kept by your office.

Address any questions or comments about any part of the process to CFAY PAO at 243-3003 or by email at yoksukareport@gmail.com.

Step-by-Step Guide

1. Ensure your organization (or event) is approved to post slides on Channel 28

2. Create slide in PowerPoint and save as a JPEG file

3. Complete submission form and send to yokosukareport@gmail.com along with your slide

4. Receive confirmation email stating that the slide has been posted or make necessary changes to slide and resubmit

5. Call the Public Affairs Office at 243-3003 with any questions

CFAY Public Affairs has established the following guidelines for use when creating PowerPoint slides for airing on the Commander's Channel, otherwise known as Channel 28. The most important areas to keep in mind are safe title, font size and style, appropiate line width and colors and backgrounds.

Safe Title

When presenting graphics on video, the most important thing to consider is safe title. TV screens do not typically show the full frame; instead they crop the edges to fill the screen. To ensure nothing is cropped off, set a boundary 1 inch from all edges (that is, about 80 percent of the full screen size). All important information and text should reside within these boundaries. Pictures and nonessential information can fall outside of this area.

Font size and style

Fonts used on slides must be between 24 points and 32 points in size. The minimum readable on-screen point size is 20. Also, avoid having too much text because people won't be able to read it easily. If the text flows outside the safe title area, split the information into two or more slides. Thin serif fonts, such as Times, do not work well on TV screens. Use sans serif fonts instead (e.g., Arial, Helvetica, Palatino, Lucinda Sans).

Lines

The bigger text and legends are, the more readable the information presented on charts. Thin lines will "vibrate" on video because of the way TV screens update the frames. All lines should be at least 2.25 points thick.

Colors and Backgrounds

A dark background with light foreground text is best for TV and your audience. But light backgrounds with dark text are acceptable. Keep backgrounds simple and limit the number of colors in text. Other guidelines include avoiding highly saturated colors, especially red, and avoiding large areas of pure white.

The Four Design Guidelines

Safe Title

Font Size and Style

Lines

Colors and Backgrounds

What to Avoid:

Small Text

Too Much Text

Using Serif Fonts

Using Thin Lines

Small Repeating Patterns or Grids

Using Pure Colors

TV Safe Color Values

	R	G	B	
🟥	216	0	0	Red
🟩	0	217	0	Green
🟦	0	0	217	Blue
⬜	217	217	217	White
🟨	229	229	0	Yellow

Commander's Channel Slide Submission Form

Submitter's Information

Name of Organization:

Point of Contact:

Phone Number:

Slide Information

Name of Slide:

Start Date: Kill Date:

Type of Slide (check one):

Education   Entertainment   Sports

Special Event   Community Service   Safety

Health   News/ Comm. Announcement

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