



The Huber Memorial Church
“*Spread the Word*” P.R. Ministry
Video Team

Request for Live Streaming Guidelines

1. Live Streaming services are by **written request only**, no less than seven (7) days prior to an event.
2. Maximum length of time for streaming services: **4 hours** (includes 1 hour to setup and breakdown) per event.
3. Supplemental graphic mediums to be shown on the stream should be supplied by client, 48 hours in advance, on a USB drive or via email. Acceptable formats are: png, jpeg, mp3 or mp4. **We cannot accept images in pdf, word docs or PowerPoint files.** Images should be 16x9, landscape mode.
4. Stream start/end time are scheduled in advance. We are not responsible for program-delays or early program-starts.
5. Whoever oversees the service should meet with the video team director prior to the start of the program, to review the order of service and staging.
6. Streamed broadcast will be viewed on the Huber Church website, Facebook page and YouTube channel for 48 hours. The team director will provide links to viewing locations.
7. Please be advised, playing copywritten music during your event may be omitted from broadcast due to copyright infringement laws.
8. Huber Memorial Church reserves the right to stop the broadcast of any live streamed material on our website, Facebook page or YouTube Channel that we deem offensive. There will be no refunds issued.
9. The video crew that serves during a streamed event (excluding Huber sponsored worship services), will be compensated.

NOTE: Huber Memorial Church Ministries, only.

If a Huber Memorial Church ministry is planning an event and desires streaming services, contact the STW ministry ASAP before finalizing your plans.