



Boston
Neighborhood
Network

Guest Guidelines



To Do:

Please check the items you will use during your appearance.

- ___ Power Points
- ___ DVD
- ___ Event flyer
- ___ Photos
- ___ Note Cards
- ___ Demonstration/Performance

If you are going to use any of the above please follow/consider these guidelines...



Power Points

- We use Microsoft PowerPoint 2003. Please save your slides in this version. Other versions may affect the look of your slides. Proofread them carefully.
- E-mail a copy to your producer/host & BRING A BACKUP copy on a flash drive/CD
- Bring a print out 6-9 slides per page with slide numbers for yourself and BNN
- When creating PowerPoints
 - Keep 1 inch border around edge & **Do Not** use a white background
 - Use **bold** fonts large enough to read on a small TV set
 - **Do Not** put too much information or use paragraphs- use bullets or 1 short phrase per line **Max 7 lines**



DVD

- Please know the start time and end time, as well as the track number/name
- Let your host/producer know if it has audio
- Tell your host/producer if you plan to be talking while the DVD is shown
- Please know BNN Live cannot show 2 DVD clips immediately after each other because of fast forwarding. We must go back to you and the host.
- Please do not use QuickTime files.
- Avoid VHS because of the poor image quality compared to digital formats



Event Flyers

- Please do not try to hold up flyers during the show. Please scan it and put it into a PowerPoint or mount it on a foam core board for placement on an easel
- If you cannot scan it yourself, BNN Live can scan up to 11x17 size sheets if you send it to your host/producer 72 hours in advance of your show

- If you cannot send it, you need to **notify your host/producer 72 hours** in advance and be here with it at least ½ hour before show time
- Copy shops can scan larger flyers, but some text may still be very small on the TV screen. It may be better to recreate the information on a slide.

Photos

- Please place all photos in PowerPoint slides (follow above guidelines)
- E-mail PowerPoint (with photos) to your producer/host 72 hours in advance
- If you cannot make PowerPoints you may arrange to have us place your digital (jpeg) photos into PowerPoint for you
 - Send them to your host/producer 72 hours before show time

Demonstrations or Performances

- Please complete a Demo/Performance Summary form and return it to your show producer/host at least 72 hours prior to show time. Your unique demo may require special set up or props and the crew needs time to be prepared.

Note Cards

- Please use pastel colored paper or large index cards
 - Please **do not** paste white paper onto them*
*The white color causes light problems

We are here to Help!

- Scanning Photos and Flyers or creating PowerPoints for you may be arranged in advance
 - 72 hours prep time is required 

Tips to Look Your Best on Camera

Personal Attire – Things to avoid:

- White: too bright
- Red: color bleeds
- Tiny patterns dots& fine stripes: blurs
- Too much black: looks flat, you want shadows to give you depth



Issues for:

- Ivory/Fair Skin- use foundation and blush to give you color
- Dark skin- avoid whites and beige, the contrast makes your skin darker. There are less shadows to flatter you
- Oily skin- use face powder right before you go on air
- Perspiration- wear cool clothes, the lights and stress can make you very hot
- Lips- Some subtle color is most flattering.
- Clothing- consider that your microphone will be clipped to your collar and possibly a battery clipped to your waist
 - Please avoid flimsy material and turtlenecks because of the mic clip