

VenueViewer

mechanical specifications



A VenueViewer is a short video with images and audio that gives planners a quick tour of your venue.

writing tip

As you write your script, visualize the corresponding images, which should be inserted at natural pauses in the narration, like the beginning and ending of sentences and at commas.

Writing your script

We will need the text for the voice over narration in a Word document of 300 – 500 words. Here's what we suggest you include:

Introduction: Introduce your venue. Include your venue name, location, services you offer and 1 -2 images

Meeting and events : Describe your various meeting and event options.

Catering: Describe the dining and catering options available with 2 - 4 images.

Accommodations: If you offer overnight accommodations, describe the types available – hotel rooms, residence halls, etc. and let the planners know if they are available year-round or seasonally. Use 2-4 images.

Technology: Describe the audio/visual capabilities of your venue with 1-3 images.

Amenities: Describe any special services you provide such as meeting planning, onsite business center, teambuilding, recreation, etc. with 2-4 images.

Closing: Tell the viewer why they should bring their event to your venue and give information on how they can contact you for more information or to book an event.

Gathering your images

Images need to be 300 dpi, 1920 x 1080 pixels.

Number each image with the order in which you want it to appear, and then insert that number into the body of the narration. See here:

(1) The University of Edwards invites you to consider its beautiful campus for your next meeting or event. (2) Located in the Colorado Rockies we offer spectacular scenery with state of the art venues. (3)....

Place your numbered images into a folder with the narration and send it to ann@uniquevenues.com or mail it on a CD to 225 Main St, G001, Edwards Co 81632. We'll take it from there.

Going live with your VenueViewer

When your tour has been completed, we'll send it to you to review. Once approved by you, we make it live on your profile. We will also place it on our Unique Venues Youtube channel. And we will provide you with the link to place it your website.

If you need any assistance as you develop the materials for your VenueViewer, please email Ann or Tony.

Ann McKenzie
ann@uniquevenues.com
970-926-7676

Tony McGuirt
tony@uniquevenues.com
877-627-8908

Unique Venues
225 Main Street
Opal Bldg, Suite G-1
Edwards, CO 81632
1.800.933.3500
uniquevenues.com
ann@uniquevenues.com