

Unity Center of Tulsa Guest Speaker Information Sheet

(Revised March 17, 2022)

Guest Speaker Stipend = \$200.00

Speakers are required to be credentialed Unity leaders and responsible for: Communication with Cathy Smythe, Administration Assistant regarding the details to promote the upcoming service: talk title, description, bio, photo.

(Only if in person, the speaker does the opening prayer)

Meditation (approx 4-5 minutes in length with 1 minute of silence)

Talk (approx 20 minutes)

Once contracted, your talk title, brief description, photo, short bio and required information to ensure payment must be sent to Cathy Smythe, Administration Assistant who will distribute info to our promotions team.

Please text Mark, our Music Director, your talk title and two key themes. He will select the music for the entire service. Suggestions are welcome. The Sunday service video is pre-recorded and be placed in the ministry's Onedrive file no later than Saturday morning for Kent & the AV team.

<https://1drv.ms/u/s!AsUjsiEwsVMrh55V0o9qxuiHWksEpA?e=055C8i>

Addition information regarding recording on the next page.

Contact Information:

Unity Center of Tulsa 1830 S. Boston Ave. Tulsa, OK 74119

Cathy Smythe, Administration Assistant

(Responsible for scheduling, Sunday Order of Service & powerpoint)

admin@unitytulsa.org

Office: 918-582-6624

Kent Claggett (iMedia), AV Technology, Sunday Presentation

(Responsible for final Sunday presentation, AV tech & powerpoint)

kentc@imedia.network

<https://1drv.ms/u/s!AsUjsiEwsVMrh55V0o9qxuiHWksEpA?e=055C8i>

Office: 918-928-7893

Cell: 918-557-3002

Mark Bryan, Music Director

Please text Mark your talk title and two key themes. He will select music.

Cell: 918-344-1140

Unity Center of Tulsa Guest Speaker Information Sheet

(Revised March 4, 2022)

How to Record a Sunday Talk on your Computer:

Have good lighting. Illuminate the front & one side of your face.

Be mindful of the background as it can distract your listeners.

For highest sound quality, use a microphone in the ear like Earbuds or a mic with a cord that fits in the ear.

If using materials have them taped to a wall so that you can reference it.

YouTube video for using a pc:

This YouTube explains how to record a video using Windows 10 and where to find the recorded file after it is finished.

https://youtu.be/Y_K1po4wIBs

When you upload the file to one drive you should rename the file first as: UCOT Sunday Talk (add date of talk). Please add the date of your talk to the filename.

When using a Mac:

Based on a test recording with both Photo Booth and the Quick Time Player recording feature.

There's really no quality difference between the two since Photo Booth creates a Quick Time Movie.

Photo Booth gives you a countdown feature which is helpful as a speaker.

You should also know that you can trim the beginning or end of your talk, if need be, using the trim feature in the Quick Time Player drop down menu. Please add the date of your talk to the filename.

When you upload the file to one drive you should rename the file first as: UCOT Sunday Talk (add date of talk).