

# Please Silence your Phones!

Don't distract yourself or those  
around you from the amazing sites ahead!

Stargazing is best away from city lights!



Manfred Olson  
Planetarium



Insert show banner no-text with  
lowered opacity

# Welcome!

We're flying in.

Our live program will begin shortly...

Have questions during the show?  
Use the chat box to ask them!



Manfred Olson  
Planetarium



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Insert upcoming program banners  
with welcome message to rotate,

This should be a short video fading  
through banners on a loop  
(loop can be set through movie menu  
on keynote)

Change background gradient to  
match banner

# How did you hear about our show?

A: Friends or Family

B: Website

C: Advertisements,  
Posters, Fliers

D: Social Media

Change background gradient to  
match banner

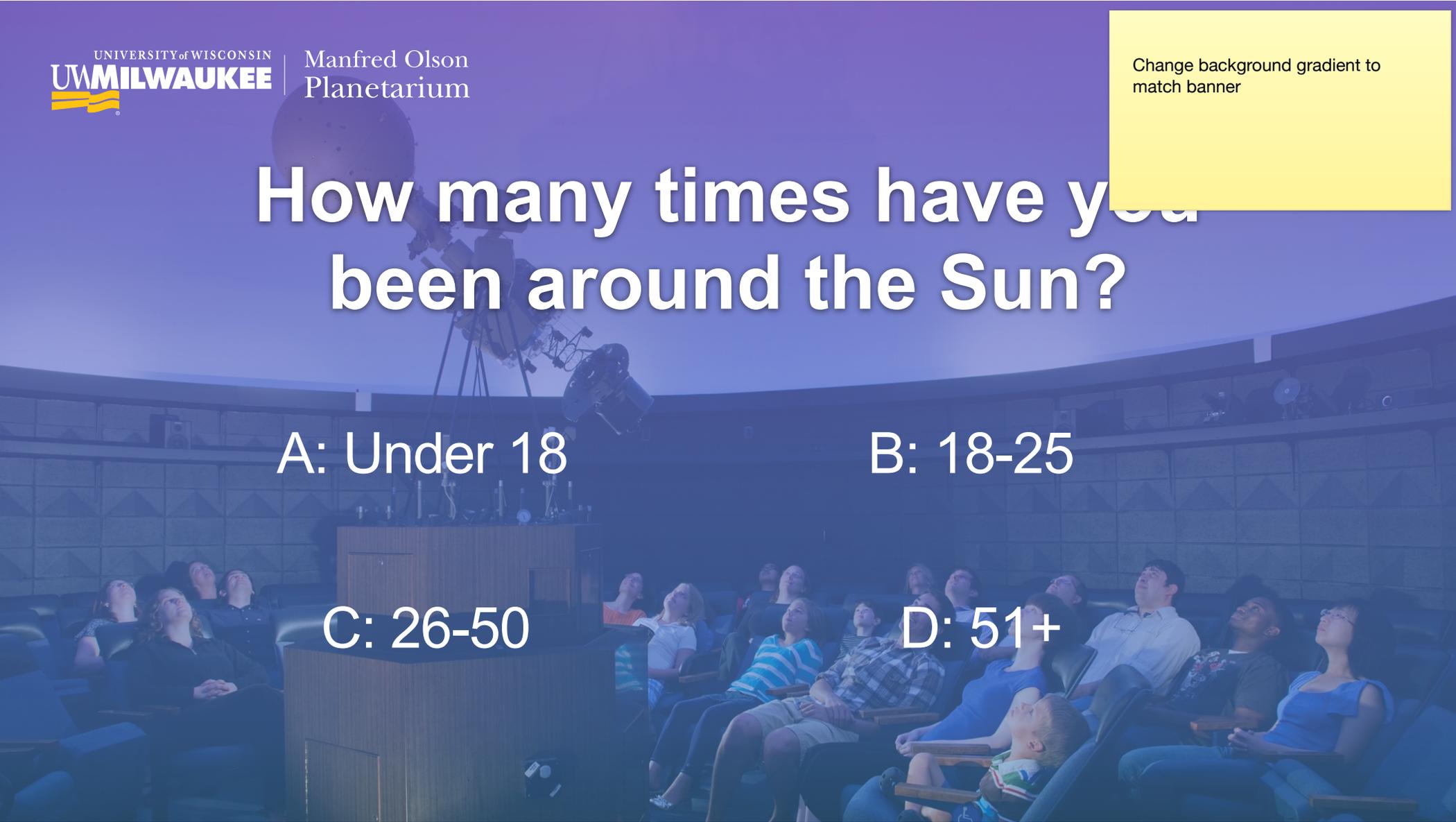
# How many times have you been around the Sun?

A: Under 18

B: 18-25

C: 26-50

D: 51+



# Third Clicker Question

Change background gradient to  
match banner

This question should be relevant to  
the show

A:

B:

C:

D:



# PROGRAM TITLE

# PROGRAM INFO

Presenter Name

Director Name

Designer Name

Insert program banner  
-no dates, no black bar  
-add back in logo  
-add featured

# Intro video

Intro and outro videos are used to get the audience excited. These should be 0:30 - 1:00 long with music. Audio should be non-copyright, and video sources should be credited in the corner.

Sourcing on video is easiest to do through video editing software, but can also be added through timed animations.



## Set up



## Animations



## Audio/Video

Adjust the number of topics per program & come up with titles, imagery, etc to show off the “table of contents” of the program.

Animations are up to you, but they should be consistent between this slide, and when they appear later.

Ex: If titles dissolve in now, they should dissolve in later too.

(Grouping the icon and the title makes animating easier)

These categories can look like a lot of things, but a few that are common are:

Past, Present, Future

What, How, Where

Close, Far, Farther



# Set Up

Title cards can have their own slides, or sit on top of content- It will depend program to program.

# Before getting started check off...

- ✓ Set font styles for the slideshow. The menu can be found by clicking on an existing textbook and working your way through. Usually, you will only need Title, Subtitle, Body, and Caption. The easiest compatible fonts to change to are Arial, Futura, or Verdana. (This presentation is set to Arial)
- ✓ Set slide transitions. 99% of the time, this will be “fade through color” (black). You’ll need to lower the timing to one second.
- ✓ Double check that you are working in 16:9

# Getting Started

Programs start out either as new ideas or existing programs.

Existing programs are topics that we have covered in the past that will need to be updated. These programs have a lot of great content that can be re-used, but it may be outdated or in need of a facelift. When starting these projects, you'll need to look through the existing material with Jean and with other production staff to determine what to keep and what to update. The bulk of the work on these programs will be polishing existing content.

New ideas will require more work. These programs will some require independent research and meetings with Jean to nail down direction and content. These programs may be able to borrow some old content, but will also require a lot of new material. Cultural programs will also fall under this.

# Getting Started

When starting out on a program, it can be hard to know where to start. You may not always be familiar with the content or concepts, but there are a few jumping off points-

> *If you prefer to read*

Start big and then narrow focus. If the topic is new to you, starting on Wikipedia, Britannica, etc. to get a 'big picture' view and then working your way to more specific and trustworthy articles from Nasa, ESA, etc. is a great method.

# Getting Started

> *If you prefer to watch*

Another great way to do research is through documentaries or video learning materials. National Geographic, Nasa, SciShow, etc. are great places to start. For many topics, you can get even more specific with documentaries, especially for common or cultural topics. (Starting in 2020, some programs may have recorded performances to reference as well)

# Getting Started

> *If you prefer to play*

If the topic has already been covered in a past program, a great way to get into the material is to dissect the old version. This can help you learn more about the material and more about how other production staff are building the programs.

If you do this- make certain that you download a copy of the program as to not edit the original.



# Animations

# Sample animations (check build order)

**Adding in animations helps our programs look more professional and less like slideshows. For most animations, keep them to one second or less.**

**An easy, streaming friendly transition is dissolve**

**This works great for large images, backgrounds, or subtle text.**

# Sample animations (check build order)

For text or images we want to highlight, using

**Move in**

**Or Cube**

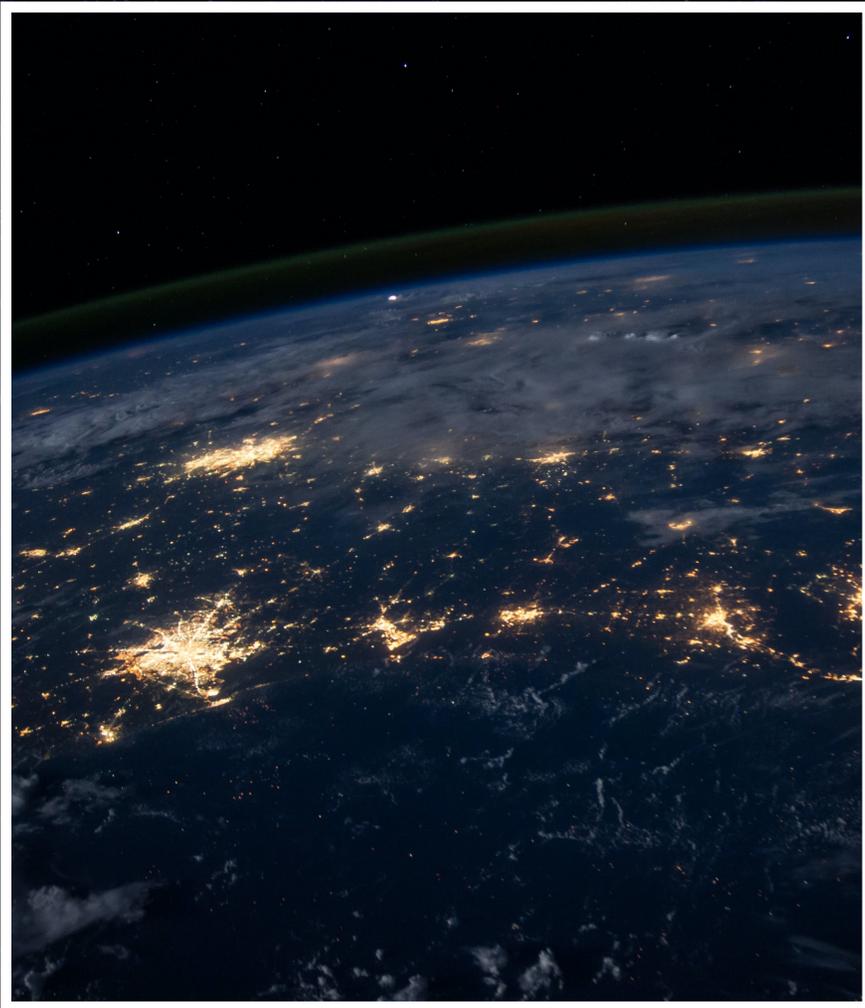
**can draw attention to the details**

# Sample animations (check build order)

For spotlighting content from  
it's background, the wipe  
animation and a gradient square  
can be useful

For  circling or pointing, the line draw animation is useful

# Sample animations (check build order)



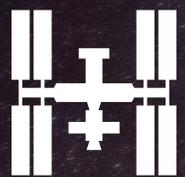
Adding in a transparent ways to background creates dramatic emphasis for extra important images.

White outlines and move in can help to separate an image from its background and create a “spotlight” entrance.

# Never leave a slide background blank!

Don't have videos fade to black, and don't have backgrounds fade in. To keep our programs exciting, we want to steer clear of looking too much like a powerpoint. We like to do this by making sure that our backgrounds have a lot of color.

The easiest way to do this is with low-opacity images behind the content, either from another place in the show, or related to the content.



**Audio/Video**

# Audio/Video checklist

- ✓ set the poster frame to be the first frame of your video. (In keynote)
- ✓ Videos should not be edited to fade in or out to a blank black screen (outside keynote)
- ✓ Audio should fade in from and fade out (outside keynote)
- ✓ Audio volume needs to be lowered either in editing software, or in keynote. Usually to half of it's initial volume- more if the presenter will be talking over it. (either)
- ✓ Try to keep any video (that is not being spoken over by the presenter) to as close to a minute or less as possible.

# Outro video

We'll want to keep the programs themselves between 20-25 slides prior to the thank you slide. This will depend largely on existing content.

# Thank You!

Donors, Members, and Friends of the Planetarium

UW-Milwaukee | College of Letters & Science

Leonard E. Parker

Center for Gravitation, Cosmology & Astrophysics



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Planetarium

Insert show banner no-text with  
lowered opacity, edit thank you's as  
necessary

Blank slide 2023



Manfred Olson  
Planetarium

Replace background with program  
background

# Questions & Answers



Manfred Olson  
Planetarium

Change background gradient to  
match banner

# Prepared Question

Ask your questions now in the chat box!



Manfred Olson  
Planetarium

Change background gradient to  
match banner

# Prepared Question

Ask your questions now in the chat box!

# PROGRAM TITLE

# PROGRAM INFO

Buffer slide to sit on at the end,  
during Q&A, or just in case there's a  
mis-click