

FORMATTING SPEAKER NOTES FOR SLIDES

Our media team creates slides for speakers using speaker notes as a reference. Because every speaker writes and formats notes differently, this can create a few headaches (especially when notes are sent last minute).

This document provides quick and easy formatting guidelines that will allow quicker and easier slide creation for everyone

TITLE SLIDE

This slide is most commonly used at the beginning of a sermon, but is often interjected between other slides when appropriate. Please include your title at the top of your first page in a large font for easy reference.

If it's part of a series, please include the series name as well.

PRO TIP: If you use the "header" function in Word/Pages/etc, the title will show on every page of your document.

MAIN POINTS

Think of these as sub-headings. They should be as short as possible (max of 5-7 words, but ideally even less). These are the points that will stick in people's heads. You should have a max of 7-8 of these in a sermon, but 4-5 is the sweet spot.

To indicate a Main Point, please write it in bold and precede it with #. These should never be in the middle of a sentence or paragraph.

Ex: **# God Will Never Leave You**

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MINOR POINTS

These are the highly important minor points. Don't "stuff the box" with these. Be very strategic in the ones you choose. Too many slides with minor points will be overwhelming to the reader/listener. You want it to add to your sermon, not distract from it.

To indicate a minor point, make it red.

Ex: In Genesis, God breathed his breath into his creation. No matter how you live, no matter the mistakes you've made, **you are still breathing the breath of God.**

SCRIPTURES

Different speakers like to format scriptures in different ways. That's completely fine. We only ask that you include the full text of what you'll be reading, the book, chapter, verse(s) and VERSION. Do not forget the Bible version.

It's also fine to skip verses, for instance you can use: [Genesis 1:1-4 & 6-8](#).

If you clip a verse (only want a portion of an individual verse), please indicate that by using "..." where appropriate.

If possible, please make the color of the scriptures a color other than black or red (we suggest blue).

QUOTATIONS

If you have a quotation (not in the Bible) please enclose it with quotation marks, provide the source (even if "unknown") and use a color other than black (we suggest blue).

Ex: ["Good artists copy. Great artists steal." -Steve Jobs](#)

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IMAGES/CHARTS/ETC

If you'd like slides with a graphic of any type, please send it separately from your notes. However, indicate within your notes where you'd like the slide to be in bold.

Ex: **Waterfall Image**

Ex: **Sales Chart #3**

Images will show best if in landscape orientation, although we can still work with portrait orientation. For charts (or images with text), the text must be easy to read and large. Do not crowd the graphic with text.

PAGE NUMBERS

Most word processing software will allow you to automatically put page numbers in the footer of the document. This is very helpful to us. Ideally, it would also have the range.

Ex: Page 1 of 10

PDF

Please send a PDF (not Word, Pages file) of the document, if possible, to matt@landmark418.com and media@landmark418.com. However, we will accept whatever you send.