# AV Media for Presentations
## Macquarie Park

**We have an assigned commissionaire to assist you on the day of your service. Video presentations are required to be 5 minutes or less for a 45 minute Single Service.**

If more content is required, it is highly encouraged to book a double time slot (90 minute) service through your Funeral Director for minimal extra cost.

Additional fees occur for services that run past the allocated service time.

| Dropbox or USB Stick | |
|---|---|
| **AUDIO/MUSIC** | **VIDEO** |
| ✓ .mp3 files (preferred)<br>✓ .mp4 files<br>✓ Windows Media Audio .wma files | ✓ .mp4 video files in widescreen display aspect ratio 16:9, with music attached (preferred). You can use iMovie or Google Slides to export video into .mp4.<br>✓ Windows Media Video .wmv files.<br>✓ PowerPoint Slideshow .ppt files (Avoid if possible due to possibility of undesirable file changes. Save/export your PowerPoint to an .mp4 file.)<br>✓ Standard Definition, 720p files are encouraged. High Definition (4k) video is not supported. |

## How to Submit Your Presentation via Dropbox

You will need a Dropbox account to send through presentation files. Please send the files in **48 hours*** prior to the service date, so your presentation can be thoroughly tested and approved. Please do not send any video presentations and/or music to the Administration email address (as they may be lost). We want to make sure the service runs smoothly for family and loved ones.

We can support you through each step to submit your files. To ensure accurate communication, we ask that there be only one (1) presentation contact person per service.

Call Macquarie Park Chapel AV Support on 0431 266 031 during Office Hours, otherwise call Chapel enquiries on 0413 488 975.

# (i) Instructions

1. Sign in or create a Dropbox account *www.dropbox.com/home*

2. Create a new folder and name it as follows: *[Name of deceased loved one],  [Date of service dd/mm/yyyy], [Chapel name], [Time of service]* **e.g. John Smith 9 September 2021 Rose Chapel 9am**

3. Upload all final media files that you wish to share into your new Dropbox folder (do not upload to your PC) and name the files accordingly e.g.

   a) Entry music

   b) Video presentation

   c) Exit music

   **Note that video files should be smaller than 500mb (choose standard definition when creating your video, .mp4 preferred).**

   Ensure all files are clearly marked. Save your completed video presentation for the service in lowercase letters as: service video final. **Please note, punctuation marks, capital letters or symbols in the file name can interfere with files being received by Commissionaires.**

   Refrain from sending over multiple versions as this can add to confusion.

4. Once all files have uploaded to your new Dropbox folder, single click on the folder and a Share button will appear to the right of the file.

5. Click the Share button and a pop-up window will appear.

6. Enter the email address *concierge.mpc@mmplm.com.au* to submit your presentation via Dropbox, as well as

   a) Your contact phone number (preferably mobile)

   b) Full name of your deceased loved one, and,

   c) The date of the service e.g. 09/09/2021

   Then click Send.

7. Commissionaires will receive notification advising that files have been received.

8. Commissionaires will then download the files for testing.

9. Once tested, commissionaires will send a return notification through Dropbox, advising that the files have been successfully received and tested. *Please note: Files submitted Friday afternoon, weekends, or public holidays may not be contacted until the next business day.*

10. **On the day of the service, bring all your files on USB as a back-up.**

# Equipment and Amenities

- There is a small keyboard available for use at Rose Chapel and Lotus Pavilion.

- Makes and models of keyboards vary in Magnolia, Palm and Camellia Chapels, however they are standard 88 keys with 3 octaves.

- Palm Chapel has a full 2-tiered church organ (Allen Organ)

- 2 portable microphones are available for use at Magnolia, Palm and Camellia Chapels. 1 portable microphone is available at Rose Chapel and Lotus Pavilion.

- Magnolia, Palm and Camellia Chapels have 192 chairs, with 8 seats per row in theatre style.

- A presentation clicker is available upon request in Magnolia, Palm and Camellia Chapels only.

- Magnolia, Palm and Camelia Chapels have 2 x 65" LED screens at the front of the room, 2 smaller screens on either side, 1 x smaller screen in the foyer ceiling, and 2 x 65" LED screens on the exterior for outdoor viewing.

- Rose Chapel has 1 x 65" LED screen within the room.

- Lotus Pavillion has 1 x large undercover screen, 120 chairs and 40 cushions.

- An easel is available for each Chapel.

## After Funeral Function AV

If you require AV for your after-funeral function at Wallamutta Function Centre, please contact Celeste Catering who will be able to assist you with your AV enquiries. Please call (02) 9889 8455 or email *bookings@celestecatering.com.au*.

# Important Technical Information

❌ Unavailable formats:
   ❌ Media streaming services such as Spotify or Apple Music
   ❌ High Definition (4k) video is not supported
   ❌ Blu-Ray
   ❌ CD, DVD or PDF files
   ❌ YouTube links

❌ We are unable to create presentations prior to a service due to time constraints.

❌ For network security reasons, laptops, iPods and iPads cannot be connected directly to our system.

❌ We cannot accept individual photos except for a single image to be used as a tile screen. All photos must be in a presentation, i.e. .mp4 video, Windows Media Video (.wmv), and music must be attached.

❌ We are unable to source music for you. All music must be sourced via the Funeral Director or friends/family and provided to Northern Cemeteries.

There may be situations where technical difficulties may occur and presentations and/or music may not be played. While every effort will be made to ensure that they can be played, all media must be sent in 48 hours prior to the service date.

Northern Cemeteries takes no responsibility for and will not be held liable for the service/media platforms being temporarily unavailable due to technical reasons outside of our control, such as: network drop outs, chapel screen outage, audio visual problems and syncing issues.