



## AUDIO VISUAL SYSTEM REQUIREMENTS

At Norwood Park we understand that music and photographs are an invaluable addition to modern day funeral services. We operate a professional Audio Visual System that enables families to play their chosen music and display their favourite photographs of their loved one at specific times. Our Chapel is equipped with large screens and speakers to accommodate these requests. We also provide an onsite audio visual technician to operate media during the services.

We recommend that all prepared media be tested at home by playing each source on either a CD player (for music) or DVD player (for videos) to ensure they work independently, without requiring computer software.

We recommend that you provide your media to Norwood Park in advance of the funeral, to allow us to test it on our system before the funeral itself. This is a service we provide in order to give you the confidence and assurance that everything will run smoothly. Please bring your media to the Norwood Park office no later than 24 hours prior to the funeral start time.

The compatible formats are detailed below for your information.

### Music

At Norwood Park we have facilities to play music (Audio Files) from the following media:

- **SPOTIFY playlist** (*you will need to share the playlist to us via email or see the technician prior to the service*)
- **USB Flash Drive (MP3 or WAV)**
- Music CD (*Please test this in a home CD player before bringing it down*)
- Phone / iPod / MP3 Player (*Please make sure all music is downloaded to the device, as all phones must be on airplane mode - you can put the phone on airplane mode then try to play the song as a test.*)

**\*\*Please Note:** It is your responsibility to ensure that all music provided originates from a legitimate source. Be aware that copyright laws apply to all music broadcast during the service. **We cannot play from YouTube links.**

### Photos to be displayed during the service

At Norwood Park we have facilities to display photos/video presentations from the following media;

- USB Flash Drive,
- DVD
- CD
- USB capable external Hard Drives

We are able to play the following types of media;

- MP4, MOV, AVI, MKV, MPEG2 Video files
- JPEG Photo files
- PowerPoint Slideshow - (Note: this is not a preferred format, see below for more information)

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## NOTES FOR PROVIDING MEDIA

### PowerPoint Files:

If you choose to provide a PowerPoint presentation for the funeral service, please write down the timings and transition timing you have used for all slides (as there is a strong chance that the transitions will be lost between your computer and ours).

DO NOT embed the music in the PowerPoint, as it will not work here. Instead, please provide the music on the same or a separate USB and note down the timing you wish it to play for.

Instructions for how to turn your PowerPoint into a movie are on the next page, if you would prefer to supply one file with music embedded.

### JPEG photos:

We can hold these on the screen, or arrange them into a slideshow.

If you wish to have the photos arranged in a slideshow, please rename the files in numerical order if you wish for them to be played in a specific order (for example 1.jpg, 2.jpg, 3.jpg etc)

### All Media:

Please bring your media out to Norwood Park at least 24 hours before your service to have it tested.

If it is impossible to do so, then please try out your media on at least one device before bringing it in for the service. (For example if you have made a PowerPoint or a movie, ask a friend if you can play it on their computer).

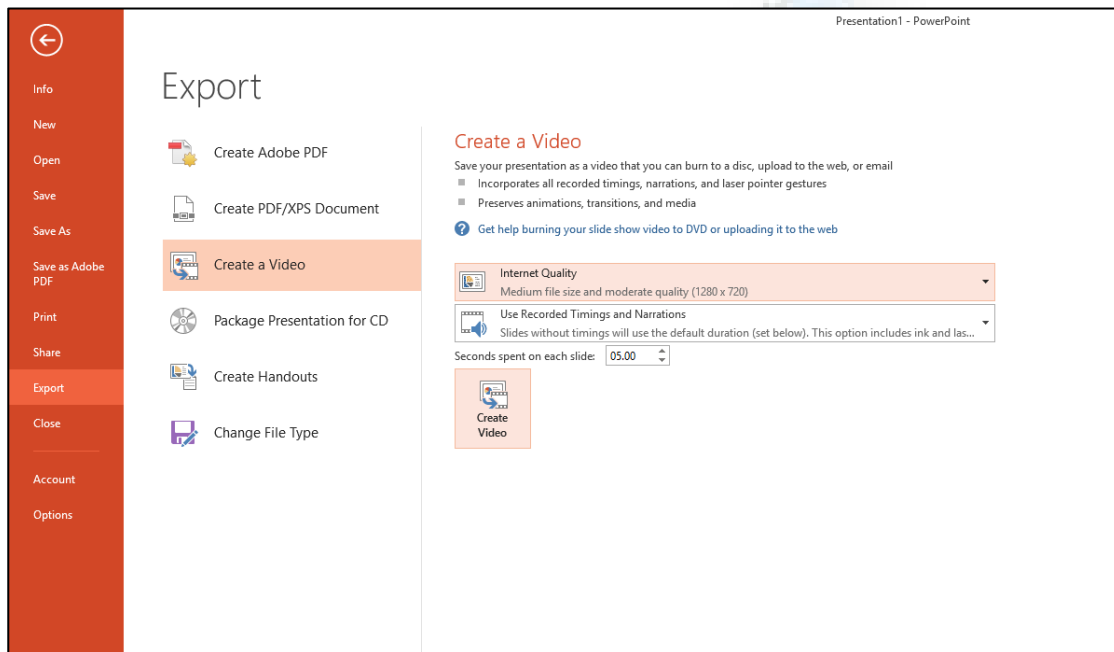
**Norwood Park will take all due care to play your provided music and/or display your video presentations. However, we accept no responsibility for music or videos that are unable to be played due to incorrect formats.**





## How to convert PowerPoint Presentations (PowerPoint 2010)

1. On the **File** menu, click **Export**.
2. Under **Export**, click **Create a video**.



3. To display all video quality and size options, under **Create a video**, click the **Computer & HD Displays** down arrow. Do one of the following:
  - To create a video with very high quality, yet a large file size, click **Computer & HD Displays**.
  - To create a video with a moderate file size and medium quality, click **Internet & DVD**.
  - To create a video with the smallest file size, yet low quality, click **Portable Devices**.

*Tip: Generally 'Internet Quality is sufficient.*
4. Click the **Don't Use Recorded Timings and Narrations** down arrow and then, do one of the following:
  - If you did not record and time voice narration and laser pointer movements, click **Don't Use Recorded Timings and Narration**.

*Tip: The default time spent on each slide is set to 5 seconds. To change that, to the right of **Seconds to spend on each slide**, click the up arrow to increase, or the down arrow to decrease the seconds.*

  - If you recorded and timed narration and pointer movements, click **Use Recorded Timings and Narrations**.
5. Click **Create Video**.
6. In the **File name** box, enter a file name for the video, browse for folder that will contain this file, and then click **Save**. You can track the progress of the video creation by looking at the status bar at the bottom of your screen. The video creation process can take up to several hours depending on the length of the video and the complexity of the presentation.

*Tip: For longer videos, you can set it up so that they create overnight. That way, they'll be ready for you the following morning.*

