

AV Compatible Formats

Audio Visual Information for Memorial Hall Services

At Canberra Memorial Parks we understand that there is no one way to memorialise a person's life. Whether a prayer service, traditional funeral or celebration of life, a funeral service is unique to each person. In many modern services, music and visual presentations help families to remember their loved ones through personalised playlists and photo tributes. Our Memorial Hall is equipped with large screens and a quality sound system, to help you to share these memories. We also provide an experienced audio visual technician to run all media on the day.

The staff at Canberra Memorial Parks are invested in ensuring that the funeral for your loved one goes as planned. We ask that you deliver, in person or by email, your preprepared visual tribute and your music playlist, two days before the service. This is to provide the staff adequate time to test the media and ensure it is in working order prior to your service. This also gives them the time to fix any issues that may arise. We ask this, so you can feel confident that your media will run smoothly on the day of your service. If you are unable to provide your media prior to the day, you may bring your media to the service on a USB, but please try to test your media at home on at least one other device. We take great care to play your chosen music and photo tributes however, we accept no responsibility for media that we are unable to play due to incorrect formats.

You can email your media to memorialhall@act.gov.au or send it via Dropbox. Alternatively, you can ask your Funeral Director to email it through.

Please note, we don't have means to accept CDs or DVDs. The formats compatible with our system are detailed below:

Music

- Spotify playlist – emailed through
 - (instructions on how to share Spotify playlist on page 3)
- MP3 - On a USB or emailed through

NOTE: it is your responsibility to ensure all music comes from a legitimate source. Be aware that copyright laws apply to all music broadcast during services. We cannot play music from YouTube links.

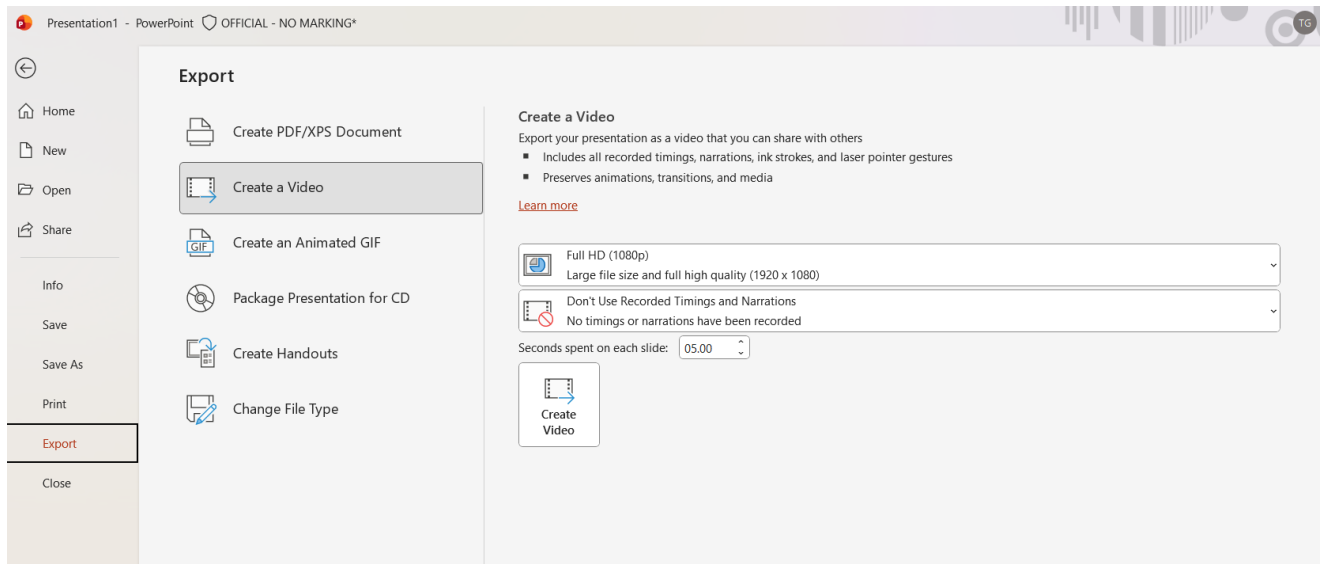
Photo tributes

- MP4, MOV Video files (This may be updated to include more formats once we have fully tested the system)
- PowerPoint - please note transitions may be lost between your computer and ours
 - (Instructions for how to convert a PowerPoint into MP4 on next page)
- Individual JPEG or PNG photos can be used as static/holding slides

NOTE: if you are sending media through google drive please ensure you know your login so you're able to give permission for staff to open the file. Ideally download the file and email it through.

Converting a PowerPoint presentation to MP4 video.

1. Once you are happy with your slideshow presentation, click on **File** in the top left corner of your screen.
2. Select **Export**, click on **Create a Video**

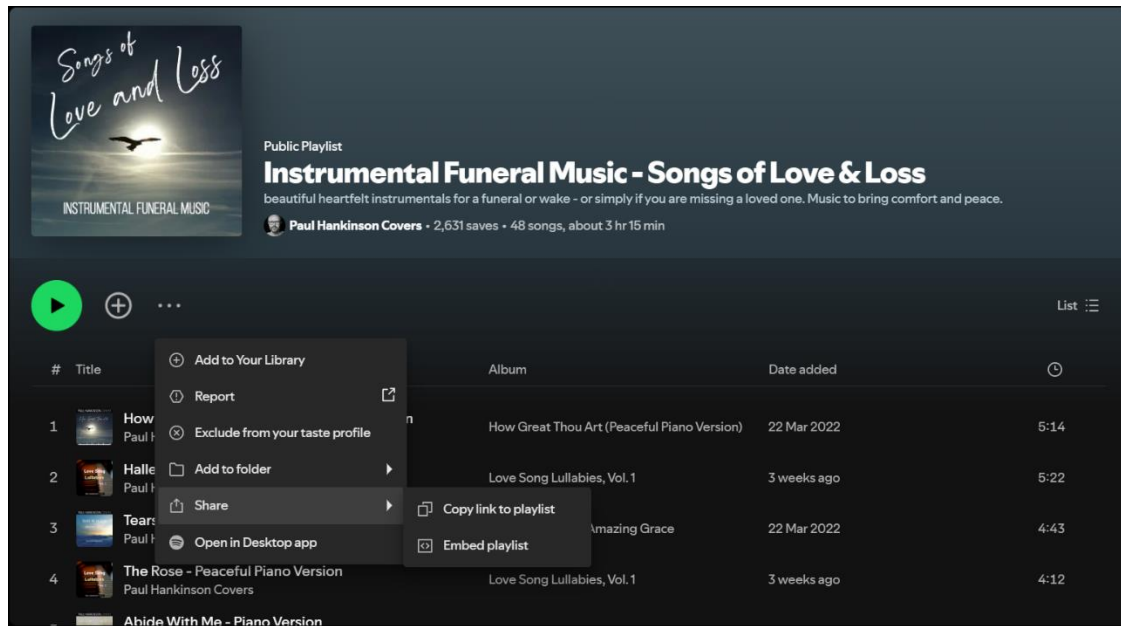


3. Click on the drop bar that says **Full HD** from here you can select
 1. **Ultra HD4K** – this will create the largest file with highest quality
 2. **Full HD (1080p)** – this will create a large file with high quality
 3. **HD (720p)** – this will create a moderate size file with moderate quality
 4. **Smallest (480p)** – this will create the smallest size file with a lower quality
(We recommend not using the **smallest (480p)** as this can make your video look distorted when played on a large screen)
4. If you have recorded and timed narration in your presentation, click the **Don't Use Recorded Times and Narrations** drop bar, and select **Use Recorded Times and Narrations**.
5. If you have not recorded and timed narration, leave as **Don't Use Recorded Times and Narrations**, and use the up and down arrows to set the **Seconds Spent on Each Slide**. By default, the slides are set to 5 seconds, you should adjust to fit the timing of the music you have chosen. We don't recommend less than 3 seconds per slide.
6. Click **Create Video**
7. In the **File Name** box, name your video, then click to select your USB or appropriate folder. Press **Save**. A progress bar will appear at the bottom of your PowerPoint screen. Depending on the size of your file, the video creation process can take a long time. For very large files it might take several hours, but you can set it up to create the video overnight so its ready for you in the morning.

NOTE: Try to limit your slideshow to fit in the timing of your service (usually one - two songs length is perfect). If you have lots of photos you want to share, you can create a longer slideshow to play at refreshments, so you don't miss out. If you are unsure how to embed music into your slideshow, staff can play music over the top. Just let them know the timings and include the song in your playlist.

Sharing a Spotify Playlist

1. Open your chosen playlist
2. Click on the 3 dots (...)
3. Select the **Share** option
4. Select **Copy Link**



5. Paste that link into an email
6. Include in the email:
 - Who the service is for
 - The order of the songs (if not already in order)
 - What part of the service each song is for

You do not require a paid (Premium) account to create a playlist. If you are having trouble with making a Spotify playlist, please send an email two days prior to the service, with your list of songs (names and artists) and our team will make a playlist for you. However, we can not use songs from YouTube, so if you have very specific, hard to find versions of songs, you may need to source them yourself and bring them on a USB.