

# *Prosser Scott*

*Audio Visual/Picture Presentations  
& Music Instructions*

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## *Audio Visual/Picture Presentations & Music Deadlines*

Due to new Cemetery requirements all AV/Picture Presentations and music need to be uploaded by Prosser Scott to the MCB Cemeteries Portal the working day prior to the Service.

Please note that we require all AV/Picture Presentations and music by 8am the working day prior to the Service except for a Monday Service when we require the presentation by 8.00am the Friday prior to the service.

If there is a Public Holiday the day before the Service, we require the presentation by 8am the working day prior to the Service except for a Monday Public Holiday when the deadline is 8.00am the Friday prior to the Service.

AV/Picture Presentations and music received after the deadline will incur an additional charge of \$110 for the AV/Picture Presentations and \$25 for the uploading to the MCB Cemeteries Portal by a third party. The deadline for this is 11.00am.

For any AV/Picture Presentations and music received after the deadlines, we cannot guarantee they will be available for the Service.

The MCB Portal cannot be accessed by the general public as it is only available to funeral directors or our nominated AV company.

## *AV/Picture Presentation Instructions*

### **FAMILIES PREPARING AV/PICTURE PRESENTATIONS FOR FUNERALS**

#### **MUSIC FORMAT**

Music in mp3 format. Song title & singer can be emailed.

#### **AV/Picture Presentations Format**

AV/Picture Presentations must be in mp4 format with music as part of the presentation. (Suggested transitions 5 seconds, with 40 photos & music 3 - 5 minutes long)

We suggest you use an adult photo as the first and last photo, starting the music on the second photo and end the music in the middle of the last photo.

When scanning the photos, it is best to crop the photo at the time of scanning.

ScanSpeeder Link:-

[http://download.cnet.com/ScanSpeeder/3000-12511\\_4-75446103.html](http://download.cnet.com/ScanSpeeder/3000-12511_4-75446103.html)

For assistance in creating a memorable presentation and checking the presentation, please contact Prosser Scott on (08) 9381 6133.

#### **INCOMPATIBLE FORMATS: -**

Power Point, Windows Movie (.WMV), Apple QuickTime Movie (.MOV)

#### **TRANSFER OF DIGITAL PHOTOS & MUSIC**

AV/Picture Presentations & music can be sent via We Transfer. Please add the name of the deceased in the message area. <https://wetransfer.com/>

Email address is [admin@prosserscott.com.au](mailto:admin@prosserscott.com.au)

### **PROSSER SCOTT PREPARING AV/PICTURE PRESENTATIONS FOR FUNERALS**

Photos need to be .jpg or .jpeg format & numbered 1-40 (numbers only if digital on a USB, e.g:- 1.jpeg, 2 jpeg, 3 jpeg, 4 jpeg).

**We require**

**Digital photos and music choice by 8am the day prior to the Service.**

**Photos for scanning 3pm 2 days prior to the Service.**