

THE MANGERE LAWN CEMETERY TRUST BOARD

85 McKenzie Rd Mangere 2022

PO Box 59 207, Mangere Bridge 2151
Ph: 09 275-4822 Fax: 09 275-5459

Chapel Audio Visual Requirements

Thank you for booking a service at our Chapel facility (The Chapel of Love and Remembrance).

To ensure your client/customer/family have the best possible service for their deceased we ask the following –

Music may be in any electronic format e.g. WMA, MP3 or a CD (however we are unable to play tapes or LPs)

The visual presentation is shown via a computer -

We use Microsoft Windows, so as long as the presentation is made with a Microsoft programme we should be able to play it. Please ensure that the music for the presentation is already added to the slideshow. (A fee will apply if cemetery staff have to rework the presentation.)

The presentation and/or music can be on a CD/DVD or a USB stick

We are unable to accept presentations or music on laptops, iphones, ipads, ipods or other tablets.

To avoid any disappointment or distress regarding the photo tribute, please ask your family to make an appointment to bring the presentation to us for testing the day before the service at the Chapel.

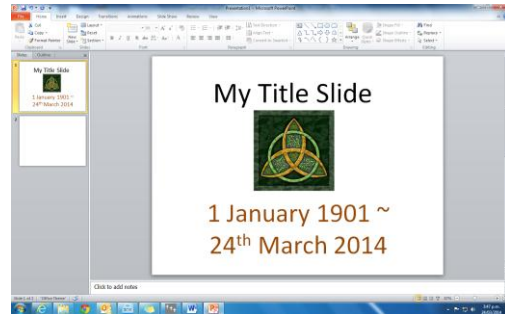
We do also have an electric organ available for use in the Chapel.

If you have any questions, please feel free to contact the cemetery office.

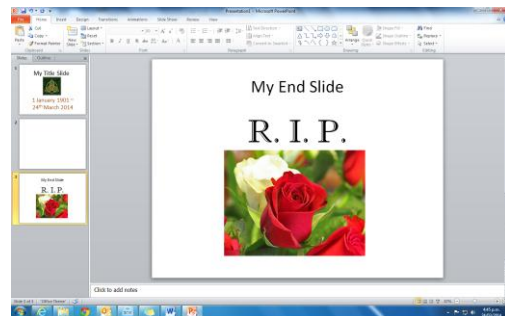
IF YOU DON'T KNOW, PLEASE ASK

Hints for your Photo Tribute

1. Have a title slide that can be paused & displayed during the service.



2. Have an end slide that finishes the photo tribute and that can stay on until the end of the service.



If using **PowerPoint** you will need to -

- Save your PowerPoint presentation into a folder AND have your music for the photo tribute in the folder as well.



If you are using Movie Maker -

Once you are happy with your project you will need to save it for playing on a computer.

IT WILL NOT PLAY AT ALL IF YOU DON'T DO THIS!!

