

# Photo Tribute

## Audio Visual Presentation Guidelines

For many families, a Funeral has become a Celebration of Life where they choose to bring music, photographs and memorabilia to add personal meaning to the Funeral Service.

At Michael Crawford Funerals we will produce a Standard Photo Tribute for family Complimentary as a personal keepsake and tribute to your loved one.

Audio Visual Presentation is a Celebration of Life in images. This is a moving montage of around 40 of your treasured photographic moments from your family archives. Your special family moments are brought to the screen, accompanied by your choice of music.

### **Supplying Photography**

Photographs can be provided to us as hard copy originals, as electronic image files (JPEG) on USB stick, disc or via email. Scanned photographs should be in JPEG format at 300dpi to ensure the best quality reproduction. The file names of electronic image files should reflect the image order on the layout – e.g. Photo1.jpg, Photo2.jpg, Photo3.jpg etc.

**Audio Visual Presentation:** Select 40 photographs and one piece of music (approximately 3-5 minutes) to be incorporated into your Audio-Visual Presentation. Your music can be supplied to us as an MP3 file on a USB, on a disc or we are happy to help source the music for you. To assist you, information about popular musical choices for funerals can be found on the Michael Crawford Funerals Website: [www.michaelcrawfordfunerals.com.au](http://www.michaelcrawfordfunerals.com.au).

At the conclusion of the funeral, your original photographs, disc or USB stick will be returned to you.

### **Audio Visual Presentation Process**

1. Select up to 40 photographs per piece of music to be used in the presentation.
2. Number photographs in order of preference or you may want them to appear at random.
3. Nominate a favourite photograph of your loved one to be used through the service as a feature photo on the screen (Menu).
4. Select a piece of music to accompany the photos (3-5 minutes in length).
5. Deliver photos and choice of music to Michael Crawford Funerals Office at least 2 business days prior to Funeral.

### **Additional Fees that may apply to Photo Tribute:**

- 0 – 40 Photos with 1 song only                      Complimentary
- 40 – 80 Photos with 2 songs only                      Complimentary
- 80 – 120 Photos with up to 3 songs                      \$125.00
- All photos above 120 will be charged at \$2.00 per photo.

# Supplying photos, text & music

*There are two ways you can supply your information to us:  
digital format or hard copy format*

***WeTransfer:*** [www.wetransfer.com](http://www.wetransfer.com)

*An online cloud storage and file transfer service that allows you to share large files, without having to create a personal account.*

*It's particularly useful for sending files that are too big for email, as it has a 2GB limit.*

***Email:***

*Email is suitable for smaller volumes of digital info*

*Not exceeding 25MB*

*Single photo image files*

*Text documents*

***USB:***

*Digital files can be copied to a USB stick  
& delivered to us*

***Hardcopy:***

*Hardcopy materials can be delivered to us and returned on the day of the service. Hard copy materials should be received at least 2 days prior to the service.*

***Family Portal:***

*For large files we can email a 'family portal' link this enables you to upload any and all files of any size and we will have access to the files once uploaded.*

## **FILE FORMAT**

*We recommend using the following  
file formats when sharing  
electronic files with us:*

***TEXT - DOC & PDF***

***MUSIC - MP3***

***PHOTOS - JPEG, JPG OR PNG***

***VIDEO - MP4***