

A photo presentation is a special way of showcasing the life of your loved one. Our Funeral Chapel has high definition LED displays in the chapel, and so does most crematorium and cemetery chapels. It is important to ensure that the photo slideshow is prepared in an appropriate format for the chosen service venue, and we encourage you to test it prior to the service day.

## PHOTO TRIBUTE GUIDE

### You will require Slideshow / Video creation software

(note: we do not recommend using Microsoft PowerPoint)

- As a rough guideline, photos should be on screen between 4-6 seconds.
- We find it best to keep it within 6 minutes, so usually this allows for no more than 60 photos (Quality over Quantity)
- The length of music chosen should be considered in relation to the amount of images. **Please embed your chosen music into the photo tribute.**
- Ensure you create the slideshow in a **16:9 widescreen ratio**
- Avoid using 'fast moving' transitions as this can become a distraction, a simple fade works best.
- Avoid having multiple photos on the screen at once. This enables each image to maximise the screen size.
- Please remember to either save or export your presentation as a **.MP4 format**, as this is the preferred file type
- **Test your slideshow** at the service venue at least the day prior to avoid disappointment if not prepared appropriately.

#### Providing your File

Please provide your photo slideshow with your chosen music embedded on a USB, or emailed to us via [wettransfer.com](http://wettransfer.com) in **MP4 format**. **Bring a backup copy with you also.**

#### What Won't Work

Microsoft Powerpoint **is not supported** by most chapels. If you have created your slideshow this way, please ensure you 'export' it as a 'Video' prior to sending to us.

#### Test Your Slideshow

It is recommended you test your file on the equipment at the service venue. We can then test on our system if unable to attend the venue. **Please do this at least 1 day prior.**

### How to Send Everything Through, using [wettransfer.com](http://wettransfer.com)

Once you have created your photo presentation you will need send a copy to our design team to check the format. **This is done via [wettransfer.com](http://wettransfer.com)** This is a free transferring site which allows large files to be sent via email. From here we will download your presentation for checking.

- Simply visit [wettransfer.com](http://wettransfer.com) and continue as a free guest.
- Upload your file.
- In the message section, be sure to include the full name of your loved one in the message section, along with your name and contact information should there be an issue when testing.
- Insert your email address and ours [info@sylvanfunerals.com.au](mailto:info@sylvanfunerals.com.au) then click transfer.
- Be sure not to leave the web page until your file has 100% sent. You will be notified once we have downloaded your file.

## SLIDESHOW PRODUCTION SERVICE

If you do not want the stress of creating the slideshow yourself, our staff can do this for you. In order for us to create the slideshow, images need to be provided to us either Hardcopy (so we can scan), Digital (on USB or sent via [wettransfer.com](http://wettransfer.com)). If you have a particular order for the photographs, please number hardcopies or rename the digital copy file name with a number in order of appearance.

If photographs are not numbered, they will be placed in a randomised order.