

# Pre-recorded Contributions to Funeral Services

There are several ways pre-recorded content can be prepared for a funeral service. You can copy the tribute, photos or video onto a DVD or memory stick and bring it into our office, or you may prefer to use the options listed below. If you have content on VHS or cassette tapes, we can digitise this for you so it can be included in the service as well.

## 1. **Audio**

This could be a recorded tribute or song. It can be sent as either a wave or compressed file, any adjustments to the file will be done by our staff. An audio track is small enough to send via standard email and can be sent to [support@gillions.co.nz](mailto:support@gillions.co.nz)

## 2. **Video**

If you have a web cam or handy cam you can provide a video tribute. The preferred format is compressed mp4 but we can work with MOV, MPG and AVI files. As these files are generally over 8meg please use our drop box at <http://dropbox.yousendit.com/GFSOffice>

## 3. **Smart phone and tablet video**

Many of the new smart phones, tablets, and iPads have video options. If you record a tribute on one of these (and it is under 8meg), you can email it to [support@gillions.co.nz](mailto:support@gillions.co.nz). If it is over 8meg initially use the drop box link on our webpage. Should this not allow you to attach the file, you may have to transfer it to your desktop computer to be able to send it. <http://dropbox.yousendit.com/GFSOffice>

## 4. **Skype**

We have facilities in house to record Skype in either audio or video formats. If you want to Skype us to record a tribute please email us first at [support@gillions.co.nz](mailto:support@gillions.co.nz) to arrange a time, so we can have a staff member available. The office's Skype address is **Gillions Funeral Services** while the address to link to the chapel is **GFS Chapel**. Please note the GFS Chapel address is only used during funeral services.

## 5. **Photoshow**

If you want to put together a photo show (Powerpoint) presentation incorporating pictures, audio and video, you can send it as a video file. The preferred format is compressed mp4 but we can work with MOV, MPG, and AVI files. As these files are generally over 8meg please use our drop box at <http://dropbox.yousendit.com/GFSOffice> If you have prepared it as a Powerpoint presentation, and the audio and video are imbedded in the file, please send it through and we will convert it to operate on our system.

## 6. **Photographs**

You may have some photographs to be included into the photoshow. The higher the resolution the better the result. Scan photos at 300 dpi minimum. If there are a few photos, put them into a compressed file and then please put them into our drop box <http://dropbox.yousendit.com/GFSOffice>

**Some important things to note:**

The drop box resides on the 'cloud', therefore if you place content on it we will need at least 24 hours notice before the funeral to give us time to download and incorporate the content into the funeral programme. Please advise us by email or phone when you have uploaded content.

When using the drop box to send a video it should be set at a resolution no higher than **HD720**, otherwise the upload/download times will be excessively long.

If you need further information, advice or help with organising pre-recorded content, please contact us at [support@gillions.co.nz](mailto:support@gillions.co.nz) during office hours or by phoning 03 455 2128 anytime.