



Northern Cemeteries  
*Always*

# Macquarie Park Cemetery and Crematorium

## Virtual Service Requirements

A virtual service and accompanying webcast brings those who cannot directly attend a service as close to the funeral as possible.

To perform a virtual service, our chapel commissionaires require the media to be submitted via Dropbox at least 72 hours prior to the service. This allows us to test and ensure a smooth service on the day.

A Virtual Service typically consists of the following:

### **Title slide**

A photo can be sent to us via [Dropbox](#) of the deceased. This must be in **jpg** image format. PDF and other formats are not accepted.

### **Entry Music**

We require 1 x piece music only, in MP3 format, uploaded via [Dropbox](#). Duration between 3-5 minutes in length.

### **Eulogies**

A **Maximum** of 2 people speaking recorded and uploaded via [Dropbox](#) in MP4 Video file format or for audio only a MP3 Audio File. Due to service length only 2 speakers with speeches between 2-5 mins in length are accepted.

### **Slideshow**

If you would like a slideshow, we require the slideshow presentation in an MP4 Video file format. Powerpoint, Keynote and other formats are not accepted. The slideshow should be a maximum of 5 minutes long.

Please refer to our [Media Requirements Sheet](#) for information.

### **A Time of Reflection**

If you require a time to reflect, please choose 1 piece of music as a MP3 file 1-2 minutes long. All classical music can be faded down if required.

### **Committal/Curtain Closure**

If you are having a committal ceremony with closing words or a poem/blessing, please send as a MP4 video file or MP3 Audio file uploaded via our [Dropbox](#)

### **Exit Music**

We require 1 x piece music only, in MP3 format, uploaded via [Dropbox](#). Duration between 3-5 minutes in length.

### **Live Eulogies/Speeches**

Due to service timing and potential connection constraints we are unable to insert technologies such as Skype, Facetime and Zoom into our services.

We suggest recording Eulogies and submitting via MP4 as per the guidelines in outlined in the Eulogies section above.

Prerecording Eulogies/Speeches allows us to test and ensure the virtual service runs as smoothly as possible.

**If you require technical assistance, please call 0431 266 031. As we may be assisting other families, please leave us a message and we will return your call as soon as possible.**