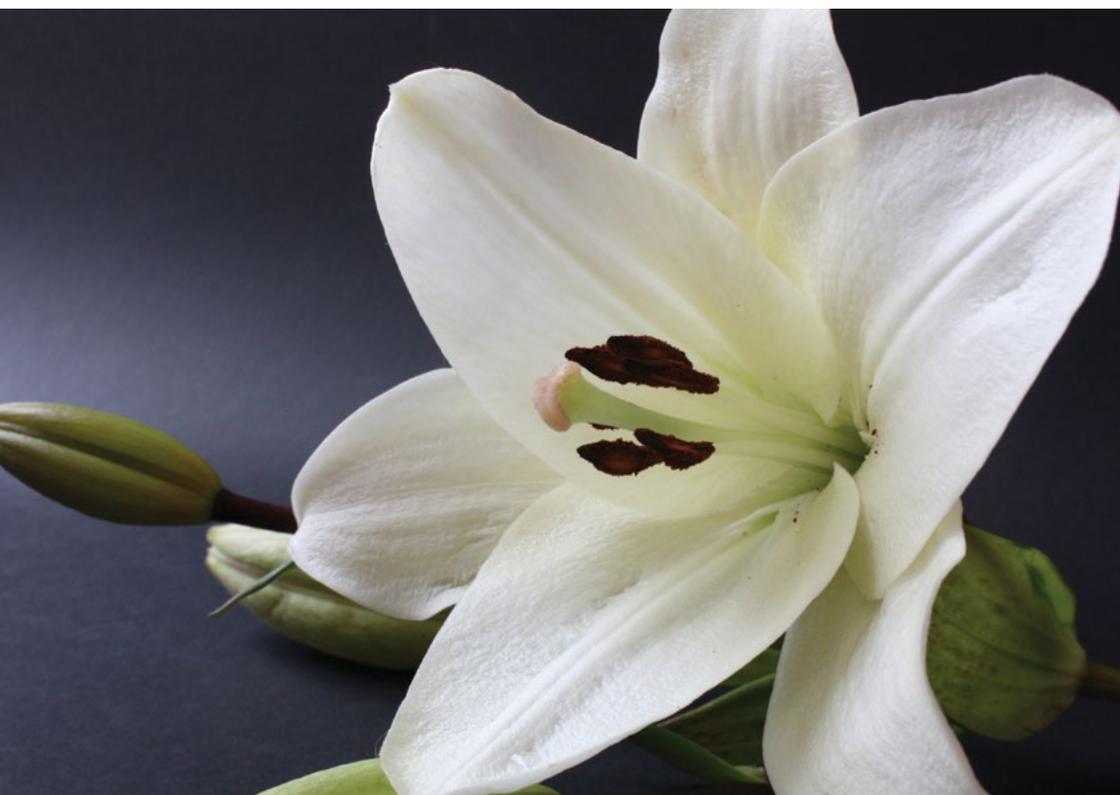


Easthampstead Park Cemetery and Crematorium Audio and Visual options



Introduction

Sometimes it is not possible for people to attend a funeral service. This could be due to ill health or perhaps living many miles away or even abroad. To miss out on a funeral service of a loved one or close friend can be very difficult.

The chapel at Easthampstead Park Cemetery and Crematorium is equipped with a high quality sound system which also includes a recording system offering audio CD, DVD and live webcast streaming.

We also have two large screens capable of displaying a photograph of your loved one throughout the service and/or a photographic tribute during the service which can be accompanied by music. A screen in the entrance hall can also show a single photograph of your loved one to the mourners whilst entering the chapel.

This leaflet describes each option to aid you in choosing the right one for your loved one's service and provides some assistance to those conducting or taking part in services that are being recorded.



Audio CD recording

We can record the sound of the service and have the recording copied on to one or more CD's. The CD's are printed with the name of the deceased and are supplied in a hard plastic case.



DVD recording

Our camera can capture the full service. DVD's are also printed with the name of the deceased and are supplied in a hard plastic case.



View of the chapel from the webcast/DVD

Service Webcast

The full service in the chapel can be streamed via the internet on the Wesley Music website (www.wesleymusic.co.uk). Those wishing to view the service will be issued with a unique username and password, this is supplied to the family a few days before the service. The family will have complete control over who they pass the username and password to. The funeral can continue to be viewed online for seven days. DVD copies of the service can be purchased up to 30 days after the day of the webcast*



**Please note that only the applicant for cremation/burial can request any of our recording options and should do this via their funeral director at least three working days before the day of the service, with the exception of copies of a webcast which may be ordered up to 30 days after the funeral.*

Visual Options

The chapel at Easthampstead Park Cemetery and Crematorium has two large screens capable of displaying a photograph of your loved one throughout the service and/or a photographic tribute during the service which can be accompanied by music.

Single Image

A single image can be displayed on the two chapel screens and also on a screen in the entrance whilst mourners enter the chapel.



Multiple Image tribute

At a selected point in the service multiple images can be displayed in a slideshow on the two chapel screens. If you wish you may select a piece of music to accompany them.

Additional details

1. All images and requests must be received 3 working days prior to the funeral service.
2. Single Images and tributes will not be included in webcasts.
3. These options incur a charge. Please check the price band for the option / quantity of images before sending them.
4. Where a DVD of the service is requested an additional fee is chargeable if the tribute is to be included. Single images are not displayed on DVD recordings.

Booking Audio and Visual Options

CD Audio, DVD and Webcast

Contact your funeral director who will inform the crematorium office of your request and make any necessary arrangements.

Single Image display in chapel and entrance

1. Contact your funeral director who will inform the crematorium office of your request.
2. When you have selected the image you wish to have displayed email it to the crematorium office at cem.crem@bracknell-forest.gov.uk along with the name of the deceased and the date and time of the service. Please name the image file date_surname. For example 20022013_ARMSTRONG.jpg

Multiple Image display (visual tribute)

1. Contact your funeral director who will inform the crematorium office of your request. The funeral director will need to know how many photo's you wish to include as this effects the fee charged.
2. Email Wesley Music at tributes@wesleymusic.co.uk. Please use the following checklist to ensure they receive all of the information.

- Subject – VISUAL TRIBUTE
- Attach the photos you require*

In the body of the email you must include the following information

- Full name of deceased
- Date and Time of the service
- The service is being held at Easthampstead Park Crematorium**
- The title, artist and version of your selected piece of music
- Choose one of the images to display throughout the service when the slideshow is not playing

**If you have a particular order in which you want the photos to be displayed please rename each file in numerical order.*

Advice for people conducting services and family speakers

Please note that there is only one microphone in the chapel and it is located on the lectern. If you move away from the lectern the system will not pick up your voice and it will not be recorded. A radio lapel microphone is available for the person conducting the service should they wish to move around the chapel. They will need to discuss this requirement with staff before the day of the service.

It is also advised that whilst hymns are being sung that the person taking the service steps off of the lectern to ensure that the microphone does not record a 'solo performance' and more ambient sound is picked up instead.

It is advisable that when a recorded service has been chosen that the music system is used rather than the organ as the sound of the organ is not always picked up on recordings.

To ensure a quality recording up to the end of the service it is important that once the last of the mourners have left the chapel the person taking the service and/or undertaking staff do not re-enter the chapel until the recording has been stopped. This will be done by the crematorium staff and they will indicate the all clear to re-enter when completed.



Disclaimer

Due to the nature of the internet – particularly during busy periods of the day we cannot guarantee the smooth delivery of service webcasts and it is also advisable to remind the end user that delivery is also dependant on their internet reception. For this reason webcasts are uploaded on the evening of the service and remain online for seven days for further viewing.

We will endeavour to ensure that all parties involved in the delivery of a funeral service are aware of recordings and where to stand etc. before a service starts but cannot accept any responsibility for poor recordings if people stand away from the microphone or for any ambient sounds that may be picked up from both within or from outside of the chapel.



Further information

For further information or assistance on our audio and visual options please contact our office on 01344 420314

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