

Funeralcast Checklist & Fact Sheet

“Can everyone be there on the day?”

Details we require when organising a Funeralcast:

- **Service Details:**
 - When is the service and where? (Date, time, chapel)
- **Family details:**
 - What is the name of the deceased?
 - What is the contact name and number of the main family member who has asked for the Funeralcast?
- **Web page presentation details:**
 - Can we have a photo of the deceased either emailed or uploaded on our booking page?
 - Will there be a PowerPoint presentation shown during the service?
 - If so can we have the PPT file sent to us? (email or transferred online)
 - Will there be any music or video played during the service? If so can we get a copy in DVD format or ANY other format?
- **Funeralcast details:**
 - Does the family know approximately how many people will be viewing the Funeralcast?
 - Do they know how to find the web site funeralcast.com.au?
 - Do they want to password protect the web site so that only people with a password can view the funeral service online?
 - Are there any other special requests or details we should know about?
- **Costs and Methods of Payment:**
 - The total cost for a Funeralcast is now \$450.00 including GST. Payment can be made direct to Mediahouse or through the Funeral Director and in turn Mediahouse will invoice the Funeral director.

OTHER DETAILS:

Mediahouse Office Phone: **02 9929 6660**

After hours: **0419 214 984 (Scott Gorman)**

Or **0420 504 608 (Jenny O’Sullivan)**

Funeralcast email: info@funeralcast.com.au

ABN: **50 023 202 910**

Mediahouse Direct Deposit Details

Account Name: **Mediahouse Technology**

BSB: **062 438**

A/C: **101 77 314**

Swift code: **CTBAAU25**

CHEQUE mailed to:

Mediahouse Technology

PO Box 162

Epping NSW 1710

FAQ

How much notice do we require to produce a Funeralcast?

It is possible to organise a Funeralcast 24 hours prior to the service. However more time is appreciated, due to the technical preparation including building the web page.

Can anyone view the Funeralcast?

Yes. Anyone with a computer and an Internet connection (preferably Broadband speed) can view the Funeralcast. We are also working streaming to iPhone and iPad in the next couple of weeks. Mac users as well as Windows 98, XP, 2000, Vista and Windows 7 operating systems are compatible.

Do they need to install any special software?

No. We use Flash player to play the video inside your web browser. Flash is installed on 99% of computers around the world. If its not installed it will prompt you and the entire process takes 5 seconds.

Can someone from overseas ring in on Skype to say a few words so that everyone in the chapel can view them on the big screen inside the chapel?

It is possible to do this however we need to discuss this with Macquarie Park management to install this feature into each of the chapels. At this stage it cannot be done.

What is the best format to provide a video to be played over the webcast?

Being a webcast provider we are prepared to just about any type of video including DVD, Windows Media and AVI. We can take a PowerPoint presentation and extract the images to play as a slideshow during the webcast. We then use the audio played in the chapel to accompany the slideshow