

## Presentation Materials for Special Services

Written by Administrator  
Saturday, 10 February 2018 10:21

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Hope United Church has Modern Audio Video Equipment available for use in special services such as Funerals and Weddings. This article provides guidance should you wish to make use of this equipment during your special service.

Our main sanctuary has a full Audio system with 16 channel audio mixer. We have a 12 channel snake running to the stage and half dozen microphones and stands available. We also have 11 wireless headset mikes with transmitter packs and, 2 wireless handheld microphones.

Our main sanctuary is equipped with two 100 inch roll down projector screens with a 4:3 aspect ratio. These are NOT widescreen displays. For the Choir and those sitting in the Chancel area, there is a 50-inch flat screen display on a pedestal mount. All displays are controlled from the sound booth located at the back of the sanctuary on the balcony.

In the sound booth, we have a modern computer (as of 2018) running Windows 7 with PowerPoint 2016 dedicated to presenting content to these displays. This computer can also be used to present video with audio.

We also have provisions to connect your laptop to the presentation system with audio via VGA(4) connector and USB audio device. However, we highly recommend you provide the media, (DVDs, CDs, USB stick) and allow us to present it using our hardware.

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The church hall (basement) we have a full sound system with a 16 channel mixer and a single wireless handheld microphone.

The hall also has a 100 inch projector screen that pulls down from ceiling above the stage, in front of the curtains. A small trolley and projector is available for use with the screen but will need to sit about 10 feet in front of the stage. The space between Screen and the projector will need to be kept clear.

We have a system in the hall that can present DVDs on this screen with surround sound. For other media the use of a laptop is recommended, provided by us or yourself. The projector has a standard VGA(4) connector for connection to the laptop, for audio the sound system can be connected using a standard 1/8" headphone connector as found on most laptops.

If you have material you wish to make part of your special service, the material must be provided in advance of the service. **Material supplied the day of service will not used.** Please contact the church office to arrange the delivery of the materials to those engaged to do the Audio Video for your function.

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Material can be provided in any digital format you have such as;

- CDs
- DVDs
- Powerpoint Presentations
- Video Files
- Audio Files
- Links to Youtube videos(1)

With enough notice and advance arrangements(2) we can even take your analog material and convert it to a suitable Digital Material for integration into your service. Formats we can convert include;

- Photographs
- VHS video tapes
- VHS-C video tapes
- analog 8mm Video tapes
- 8 mm and Super 8 home movies (3)

### Notes

(1) Never attempt to or request that a youtube video be played directly from YouTube during your service.

Please provide a Link to the video you wish to use we will convert it to video file free of any commercials and guaranteed to be available.

(2) Conversion of this material is a manual process and requires at least one week's notice.

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Depending on the size of the job additional fees may apply.

(3) The sound from Super 8 movies is NOT converted

(4) If you wish to present using your own laptop be sure you have available a VGA output. Macbooks and newer Windows tablet style computers requires an adapter. We DO NOT have the required adapters.