

# The Old St Thomas Chapel

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## AV Presentations

*Benefit from our experience.*

We welcome you to produce your own audio visual slide show for your celebration. There are a few items to note to ensure your AV will work in our system here at the Chapel.

There are many different apps and programs in which to produce your slideshow. We do not recommend one over another. You use what you are proficient in or what you feel comfortable using.

### 1. Our Equipment

We have a 65 inch TV that we use for the AV presentations. There is no extra charge to set this equipment up BUT we need to know at the time of booking or at least the day before the function that the AV equipment is required as it is set up specially for functions.

The TV can take USB drives that contain a MP4 video. (instructions down further at item #3). It also has a HDMI cable, sRGB inputs and we have a DVD player.

### 2. If it works on your laptop.....

Create your slideshow on your laptop and bring that to the Chapel. If you do export to a USB still bring the laptop as backup. Your laptop must have a HDMI port. If you are using a MAC you will need to bring your own dongle. If it works on your laptop - once we plug into the TV the slideshow will work.

### 3. Export an MP4 Video

If you are using PowerPoint or similar, once your slideshow is complete you will need to EXPORT a video. Go to file/Export/MP4 video. This all inclusive file will then contain the music and pictures and can play automatically on the TV system at the Chapel.

DO NOT just place your Powerpoint file onto the USB. The TV requires an exported MP4 video file to work.

### 4. Using an iPad/iPhone

iPad and other Apple technology have an app called "iPhotos" which can be used to create slide shows. Please be aware that if you do create a slide show in this app it will create an "iMovie". This will not play through the TV. You must use another conversion app such as "Freemake Video Converter" to convert the iMovie into an MP4 video file.

### 5. If in doubt.....

If time permits, make a time to come to the Chapel before your function to test the slideshow through our system, then any modifications can be made if necessary. Call Kylie on 0411 552 488 to make an appointment to come test your slideshow files.

