Audio Visual Department Funeral Checklist

The Audio Visual Department aims to provide a distraction free service for you and your family. Please use this checklist as a guide to assist you in getting elements to us.

CHECKLIST:

VISUALS

- ☐ **If you've designed a presentation to show during the Wake/Family Visitation hour, we accept them in the following formats:**
  - **Power Point presentation:** Please design in landscape 16:9 format. Best practice is to place one image/photo per slide.
    - Is music included in the presentation: ___ YES ____NO
    - If music isn't included, we will provide 1 hour of worshipful music to accompany the presentation.
  - **MP4 Video:** export in high quality as 16:9 mp4 file.
    - Is music included in the video: ___ YES ____NO
    - If music isn't included, we will provide 1 hour of worshipful music to accompany the presentation.
- ☐ **Send presentation/video TWO DAYS BEFORE THE SERVICE to**: Video Production at video@ziondc.org **AND** smcqueen@ziondc.org. This allows us to make sure we can open the file, play it completely through, and get back in contact with you if there are any audio or visual challenges.
- ☐ **Send a photo or a designed image sized 16:9 ONE DAY BEFORE THE SERVICE to display on the screen to:** Video Production at video@ziondc.org AND smcqueen@ziondc.org.
- ☐ **Send your Order of Service ONLY (not the entire program) ONE DAY BEFORE THE SERVICE to:** Video Production at video@ziondc.org AND smcqueen@ziondc.org. This can be a word doc, or even a picture of the Order of Service. This allows us to design the lower thirds for the screen, which aids in moving the service visually forward.

AUDIO/MUSIC

- ☐ If you have pre recorded audio tracks for a soloist or to play during the service, please contact Ryan Jones at rjones@ziondc.org. **The audio files need to be sent in on a thumbdrive or through email TWO days before the service. WE DO NOT HAVE A CD PLAYER.**
- ☐ We play a curated hour long list of worshipful music during the wake. If you want to provide your own music, please send in the music **TWO days before the service on a thumbdrive or through email as mp3 files. WE DO NOT HAVE A CD PLAYER.**

LIVE STREAMING

We can stream the funeral service at no extra cost to you and your family. We begin streaming the Funeral portion of the service-not the wake, unless you request otherwise.

YOU CHOOSE if you want the service streamed to our website ONLY or to stream to social media sites. It is your decision.

Would you like to stream the Funeral service?

- ☐ YES
- ☐ NO

Which platform would you like to stream to?

- ☐ Zion Baptist Church DC website ONLY
- ☐ Social media streaming is fine, Facebook and Youtube

Do you have any concerns with showing your loved-one on the screen and during live stream?

- ☐ Please do not show my loved one on the screen at anytime. Please only show when casket is closed.
- ☐ We do not have any concerns about this.

If streaming, please share the sites below with your family and friends:

Website: www.ziondc.org **Facebook:** www.facebook.com/ZionBaptistChurchDC

Youtube: https://www.youtube.com/@ZionBaptistChurchDC

NON-MEMBER FUNERAL FEES:

Zion Baptist Church does charge a fee for funeral services for nonmembers per service or per day. In order to provide a well run service, we operate with the following: 1 Audio Tech, 1 Slide Tech, 1 Camera Operator.

Pre-Production fees are specifically for video or presentation that has to be designed or revised in order to be viewed or streamed. This fee will be discussed with the family before any work begins.

Services	Fees
Audio Tech	$300
Slide Tech	$300
Camera Operator	$300
Graphic Design or Pre Production Expense (if needed)	$100
Musician's Expense	$200
Soloist (if requested)	$100

Please designate a Point of Contact that the AV Service Director can be in contact with regarding all Audio Visual Needs.

Person: _____ Phone: _____

Audio Visual Department (AV) Point of Contact:
Shawnte McQueen, AV Manager: smcqueen@ziondc.org video@ziondc.org 202.701.5272