



Music Request Form			Tick if Amendment	
Day of Funeral		Date		Time
Name of Deceased				
Date Sent to SEC		Time Sent to SEC		
Chapel Details <i>Please indicate chapel</i>	South Essex Crematorium:	South Organ or Wesley		East Organ or Wesley
	Cemetery:	Upminster <i>Organ or Wesley</i>	Romford <i>Wesley only</i>	Rainham <i>Wesley only</i>
Funeral Director				

Visual Tributes – South Chapel only

There is an extra charge for this service. Once we have given you an order number, images should be sent direct to Wesley within a deadline of 48 hours before the service. Email: tributes@wesleymusic.co.uk. Phone 01536 314900.

Nominated email Address for Visual Tribute Instructions:	
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Recording of Service <i>There is an extra charge for these services. Please refer to our published fees and charges</i>	Tick if Required	Quantity
Webcast. Email Address for Webcast Instructions:		
CD Recording		
DVD Recording		
USB Stick in presentation box		
If applicable, is the visual tribute to be embedded in the DVD or USB media file?		

Music During Service *There is no extra charge for Wesley music or music played by our organist. You will need to provide sheet music if the organ music is unusual. Please check with us in advance.*

In During Sing Comm Out	First Line of Track Title/Hymn <i>Usually 4 tracks for a 40 minute service. Please list in the order you want them played</i>	Artist and/or Composer <i>For recorded music only</i>	Please tick one box only for each track	
			Organ	Wesley Music
Wesley Music Reference:				

Special Requests or Additional Information:

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Completed By		Signed	
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This form must be faxed to South Essex Crematorium on 01708 434422 or 01708 641899. Alternatively scan and email to cemeteries@havering.gov.uk by 10am, 1 working day before the funeral if cremation, or 2 working days before the funeral if burial.

Information on Music, Recordings and Visual Tributes

We have an organist available for every cremation service if required and will provide an organist for a burial service in Upminster Cemetery if booked at the same time as the funeral. We provide recorded music through the Wesley Music system in all of our chapels and do not allow tape recordings, CDs, or burned CDs to be played via this system. Playing these could damage our equipment and breach copyright. If you have a unique recording, such as a relative singing or playing an instrument, please contact Wesley Music for advice. You are welcome to provide your own portable music player if required.

Wesley contact details are: Telephone: 01536 314914
Email: requests@wesleymusic.co.uk
Website: www.wesleymusic.co.uk

For recorded music, please see our library on the Wesley Music website. From the home page, select *Music Library List*. Select a library to search, then select *South Essex Crematorium* and search for the piece of music required. When searching in the hymn library, you will need to know the first line of the hymn. In the organ or general libraries, you will need the exact name of the piece of music.

Client Hymn Library	Hymns played on the organ. Hymns marked with a (c) are accompanied by a recorded choir. Hymns marked with an (o) are organ music only.
Client General Library	Commercial tracks.
WM Central Data Base	All other recorded music.

Please contact Wesley Music directly if a piece of music is required which is not in our library. They will endeavour to supply music items provided they are currently commercially available and the request has been made at least 48 hours (ideally 72 hours) before the service. If the name of the piece of music is known, please select *on-line music requests* and complete a request form. Wesley Music will give you a unique reference number if the music is available. This reference number will need to be stated on this form.

Recordings of Services (Webcast, CDs and DVDs available in the Crematorium chapels only). There is an extra charge for recordings. Please see our current fees and charges.

CD and DVD recordings of the service can be ordered using this form. We will telephone you when we receive the recording, which is approximately 10 days. Please make a note in the *Special Instructions* box if the recording should be sent directly to the applicant or nominated person.

Webcasts need to be booked using this form and by telephoning the Crematorium office on 01708 434455 at least 2 working days before the funeral. We will ask you for an email address for the family so that we can send them instructions and a unique user name and password which the family will need to view the service online. This will protect the family's privacy and make certain that only the people they want to view the service can do so.

Please get the consent of anyone taking part in the service such as the minister or live musicians. We will display notices outside our chapels telling people that the service will be recorded.

Please be aware that due to the risk of power failures and the nature of the internet, no guarantee is given that recordings or webcasts will be provided. If for any reason we are unable to provide a recording, you will not be charged. In addition, no guarantee is given that audio/visual data delivered over the internet will be uninterrupted and neither the London Borough of Havering nor Wesley Music shall be liable for any corruption to, delay in receiving, or other defect.

Visual Tributes (Crematorium South Chapel only).

There is an additional fee for this service, please see our current fees and charges. Visual Tributes are played on the screens located in the South Chapel and are not available in the East. The tribute can be made up of photographs or video and have music playing in the background. The tribute can be embedded into a DVD recording of the service, if ordered. Tributes, whether images or video, must be on a continuous loop as we cannot guarantee that the Chapel Attendant will be able to stop and start the tribute at intermittent intervals.

The order must be placed with SEC first via this form. We will then issue the nominated email address with an order number. All materials must then be sent to Wesley Music direct at tributes@wesleymusic.co.uk together with instructions and any other relevant information. The tribute in its final form will be put together 2 working days before the service and any amendments cannot be accepted or processed after this time. Wesley will only accept materials in a digital format, so all photographs should be scanned.

We cannot accept PowerPoint, Open Office or any other similar presentation. Please contact Wesley Music direct for information.