

1. **Select Photographs:** We have found the best way to do this is to divide the project into five separate sections:
 Youth (baby-Jr. High)
 Young Adult (High School-College/Service)
 Relationship (Dating-Wedding-Pre-family)
 Early Family Life
 Later Family Life
2. **Remove** photographs from frames, photo albums, scrapbook pages, and other 'holders'. If this is not possible, please contact the studio for further instructions.
3. **Organize Photographs:** Physically place the photographs in the order that you want them to appear on the video. When you bring the photographs in, we require a single stack of photographs.
4. **Number Photographs:** Once the photos are physically in the proper order, number them on the back with a pencil, a ball-point pen (DO NOT use a felt-tip marker, as they will damage the photos.), or post-it notes. The numbers should be 1 through however many photos you have (65, 100, 150, etc.) If you are including digital images, skip a number with the physical photograph so later we can use that number for the digital image. Sticky notes (if used) must go on the back of the photograph.
5. **Digital Images** Digital images need to be jpeg images between 500k and 1.5mb. Rename the image name to correspond to its placement with the physical photographs (for instance 088.jpg would be placed between photographs 087 and 089).
6. **For Video Clips:** We can use VHS, S-VHS, and mini-DV. (If you would like to use 8mm, please contact the studio for further instructions.) Rewind the tape to the beginning, setting the time counter to 0:00. Then find the clip, noting beginning and ending times that you would like us to use. Label the tape with those times, and the number position where it should appear among the photographs.
7. **Provide Music** in the form of the original CD's or a custom made CD. (We are unable to provide any music.) **Label** each CD with your name, the track number, and for which part of the video it should be used (for instance: track #1 Open Photo Montage, #2 Youth, #3 Young Adult, #4 Relationship, #5 Early Family, #6 Later Family, #7 Closing Photo Montage).

For Office Use Only:

1. Questionnaire Completed
2. Photographs in single stack
3. Photographs numbered on back
4. CD with seven songs
5. Additional materials with clear written instructions

Package Ordered		
\$500	Basic	_____
\$1000	Standard	_____
\$2000	Premium	_____

Office Initials _____