

## Instructions for Organizing Your Video Scrapbook

(For a quick overview, see our Final Check-out section at the end of this form)

- 1/ **Select your pictures-** Any size and shapes may be used, however, wallet size to an 8x10 work best.
  - Slides or videos can be used.
  - If using videos, cue the video to the spot where you want it to begin and note as to how much of the video that you want to be used.
- 2/ **Separate your photos into sections** (if sections are to be used) For example: early years, school days, weddings, children, friends...
- 3/ **Number your pictures-** You can put the pictures in any order you wish. Some people like them in consecutive order and others like them more spontaneous.
  - Line up your pictures across the table to see the story develop.
  - Place a post-it note on the back of your photos and number them in CONSECUTIVE order (If using slides or video, include them in the numbered sequence). If post-its are not available to you, you can number them on the back corner with a Pen or pencil (do not press hard as this will leave an imprint on the picture which the scanner may pick up and DO NOT use a marker of ANY kind because this might damage your photos).
- 4/ **Place each section of photos in separate zip lock baggies** (gallon sizes works best). **Large manila envelopes work well also.**
  - Remember to include your slides or videos if using those
  - BE SURE to write on the baggie/envelope the numbered sequence contained within (20-45, etc).
- 5/ **Label** each baggie/envelope - in the order that you would like them to be shown, i.e. Section 1, Section 2...
- 6/ **Title each section** and write that on the baggie/envelope under the section number.
  - Captions on individual photos can be used and are treated as a separate title. The captions can be used for explaining what is going on in the picture or to note specific dates.
- 7/ **Choose your song(s) for each section** and write the name of the song, artist, and track number on the baggie/envelope. The right music can add a great deal to the meaning of your Video Scrapbook. Take as much time to select the music as you do in choosing the photos. If you decide to segment the Scrapbook, place your CD in the same baggie/envelope as the photos for that segment.
  - Songs vary in length, so depending on how many pictures you use in each section will determine how many songs you will need. To be safe, always include more music than is needed but specify which song you really want in the Scrapbook the most.
  - Each photo will appear on screen on average for 4-6 seconds each, therefore, you may consider an average of 10 pictures per minute plus time for a title, if used.
  - Different songs can be used in each section as well, which will also convey a special meaning to the segment.

Don't worry about ending the song with the segment, we can cross-fade the songs so the music will end with the last photo or title. To be safe, always include more music than is needed! Some videos are three songs (about 60 pictures) and some are fifteen songs (about 350 pictures). It's up to you and your budget. Keep in mind that a variety of music will add to the interest of the video.

**8/ When you have everything together**, fill out the Video Scrapbook order form then call us to make an appointment to drop them off. If you need help, we can provide a 15 minute consultation at no charge. After that time, however, there is a \$25 fee (per half hour). Many customers have found that it truly makes the Video Scrapbook more personalized. Due to our experience, this can truly be a time and stress saver.

- When possible, try to bring in your material **TWO WEEKS** prior to needing the finished project. This gives enough time to make a return visit for a review, if necessary. Shorter deadlines may be possible.

**PLEASE NOTE: Make sure your name on every envelope and CD! All of your materials will be returned. We realize how much those photos and music mean to you and we'll handle them with the best of care.**

#### **OTHER SERVICES AVAILABLE:**

- Duplication of your Video Scrapbook for use in any Foreign Country.
- We can provide a screen, up to 20 feet wide, for viewing the DVD / videotape at any occasion!
- You may also wish for your video to run continuously on a smaller TV set throughout the event.

#### **FINAL CHECK -OUT**

- a. Each section of photos has its own baggie/envelope
- b. All photos are numbered in total sequence and divided by baggie/envelope
- c. All Music is identified as to which section the song belongs in and what specific photos the songs go with
- d. Any videos needed are set up to the point that we should begin the transfer and also numbered in sequence with the photos
- e. The title for each section is written down on the envelope or on a sheet within the baggie
- f. Your name is on each baggie/envelope

**Ask us! We can give you various alternatives suitable to your occasion.**