



## Planning Guide

### Choosing Photos

- 1) Chose photos that are closer up rather than far away
- 2) Try not to include too many similar photos
- 3) Include photos that will tug at the heart strings or make people laugh (think about your audience)
- 4) Organize your photos in chronological order (baby photos, childhood, high school, college, “when they met” etc..) OR Family photos, Friends photos, Relationship photos.
- 5) Try to use photos that will scan easily and are not viewable or blurry.

### If you are scanning your photos:

1. Thoroughly clean the scanner with a dry T-shirt or cloth every 5 scans. If the scanner is not cleaned, dust particles and fingerprint smudges will be scanned with the photos. This is especially crucial when using a public scanner at a local photo lab.
2. Scan each photo and save it in JPG format. Save each picture with a 3-digit number indicating the order that you would like it to appear in the video (e.g. 001.jpg, 002.jpg).
3. Put your photos for each section/song in a separate folder. Number each folder in the correct order for the video.
4. Send us a CD-R of your images or submit them via e-mail.

**5. Important: Set the scanning resolution as high as possible (we recommend setting the resolution at 300 DPI or higher). Photos scanned at a low resolution may appear blurry or "digitized" on your computer screen. Before sending your scanned photo files, carefully examine each one. If the photos are distorted (if they do not look exactly like the original photo), rescan them at a higher resolution. [Contact us](#) for assistance with scanning.**

**DO NOT:**

- 1. Do not scan photos that are cut into shapes (circles, hearts, stars, etc.)**
- 2. Because your TV screen is horizontal, it is best not to crop horizontal photos vertically. If at all possible, do not crop/cut horizontal photos into vertical photos**

**If you are sending photos to be scanned:**

- 1. Number each photo in the order you would like it to appear. (Place a numbered sticky note on the BACK of each picture or write the number with a pencil.) Do not rely on placing the photos in the correct order in the package as they may shift during shipment. Do not put sticky notes on the front of your photos - as they will be damaged by the sticky residue. Do not tape your photos onto sheets of paper.**
- 2. Place your photos into Zip-lock bags labeled by their section/song.**
- 3. Your photos will be returned to you when your video album is shipped**

**NOTE**

**It is very important to that you keep your photos organized and in order. Reorganizing your photos is very time consuming and costly. We will charge \$20 per hour if your photo collection is not in the proper order.**

## **Choosing Music**

- 1) Music plays a big role in your video, so choose both ballads and upbeat songs.**
- 2) Remember the songs will usually be longer than the amount of pictures for each period, so we will probably have to edit the music in order for it to run smoothly with each time period. (Let us know if you would like the whole song and will work with you accordingly)**
- 3) We have a song list that will help give you ideas for your video. (Link to song list)**

**Finally send us your materials and we will do the rest! Feel Free to call us at with your questions!**