

Instructions for Photo Montage

1. Please clearly number all photos on the back with a pencil or marker in chronological (beginning from birth) order.
2. If you would like to include video clips, please indicate which pictures they will be shown between (e.g. video clip between photo #12 and #13). Each clip is shown for an average of eight to ten seconds. There is a \$25 fee added to your contract for each video clip insert, and you must give us the exact tracking numbers for each clip you would like to use.
3. We have enclosed a montage music suggestion list as a reference to help you select special songs for your montage. Please keep in mind that 3-5 songs work nicely for a 70 picture montage. We suggest that you do not have back to back slow songs.
4. Fill out the envelope provided and list each song you will be using (title and artist). Please include your party invitation and your child's birth announcement (for Bar/Bat Mitzvahs). It is a nice way to start and end your montage.
5. An average of 70 pictures is sufficient to make a great montage. Additional pictures are \$7.50 each. Remember, you don't want it to be too lengthy (over 9-10 minutes), as your guests may begin to lose interest.
6. Remit your photos/video clips and song selections **at least six weeks before your event** to insure that your montage is ready in time for your event!

7. If your pictures are on a disc, please make sure they are in chronological (age) order. You will receive all of your photos/cds and DVDs back when your montage is completed.
8. For any photos that you would like retouched, a \$20 fee for each picture will be added to your contract.
9. If you would like to make a tribute video* (to be added to the beginning of the montage) for the Guest of Honor, including interviews (family, friends, teachers, coaches, etc.), the prices are as follows:

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|---------------------------------------|--------------------|
| Videographer for 2 hours..... | \$500 |
| Locations via bridge/tunnel add | \$100 |
| Editing | \$100 per hour |
| Grand Entrance Video..... | Price upon request |

*“Premier Montage” is available upon request...\$12.50 (per picture)

*Requests must be made no later than 4-6 weeks prior to your event.

Please call our office if you have any questions, or if we can be of assistance creating your montage.