

## **ADM Video Montage Preparation Guidelines**

### **Photograph Recommendations.**

- If you scan your own photos, they should be no less than 200dpi resolution. File .tif format is preferred, but .jpg is OK.
- If you wish to have ADM scan your photos, please remove them from photo albums and frames. Scan files of your photos will be given to you on a separate CD-R so that you can make prints at any digital processing center. A per photo scanning fee will apply.
  
- There is no extra charge for the first three data discs.
  
- Each picture will be considered, individually for composition.
- If you feel that the photo would be improved by cropping or color adjustment, make note of it. ADM will do minor adjustments, like squaring up a tilted photo, at no extra charge. More serious modifications such as retouching is not expensive, but will cost extra.
  
- To protect them from damage, put loose photos in clasp-type envelopes.
- Plan your program in chronological order. The oldest photos should be first, and the most recent last.
- Each picture should be numbered on the back. Use one sequence of numbers.
- Skip numbers if you anticipate adding photos before you are done. Make a note of gaps in numbering, so panic searches for "lost" photos can be avoided.
- When numbering pictures, it is safest to use stick-on notes on the back of each or soft (HB) pencil. Ink on the back of the photo itself can rub off on the face of the next photo and ruin it.
  
- If you have prepared title pages, they should be treated like photos, and should get a number in the sequence.
- Title pages can be created many ways, such as by children. Use landscape orientation - wider rather than taller. Either orientation will work, but landscape results in a larger image that is easier to read. Keep any lettering at least 2 inches away from page edges.
- Simple titles can be created by ADM for very little or no extra cost.
- More involved titles involving graphics will require extra time and hourly charges will apply.

## **Music recommendations.**

- The music should compliment the project. The photo pace can be as quick as 3 to 5 seconds per picture for snappy music, or longer for more sentimental or romantic music. Photo pace will be timed to “dance” with the music rhythm.
- Pace the music to the project. You may need to reduce the number of photos shown or select longer music tracks if you have many photos.
- Customer provided songs **must** be on commercial (purchased) CDs or purchased .mp3 files, so as not to run afoul of the Copyright Police.

## **General**

- When possible, plan on making an appointment about 4 weeks before your "need date" for a project consultation. Plan on about 1 hour for this.
  - Any time beyond that may be subject to an additional consultation fee.
  - Come prepared with any major questions, a music list and with CD's and your pictures numbered.
  - If a DVD is the output medium, you should decide where you want any chapter markers.
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- If your situation is urgent, a project can be completed within 3 to 5 days, but rush delivery charges will apply.
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- Upon completion of the finished project, you will have the opportunity to watch it in its entirety.
  - If a redo is required, standard hourly charges will apply.
  - Expect to pay a 50% deposit when you bring in your photos and music.
  - The balance of your account is due on project delivery.

**Project Music Details**

Your Name & Address: \_\_\_\_\_ Your Phone No. \_\_\_\_\_

Your Email address: \_\_\_\_\_

Project Required Date: \_\_\_\_\_ Rush Processing? Yes No

Order	Music Title / CD Track	Playing Time	No. of Photos	Start No.	End No.	Your Comments
Example	A Very Good Year - Track 5	2:43	19	1	19	1990 Wedding Pictures

Song 1						
Song 2						
Song 3						
Song 4						
Song 5						
Song 6						
Song 7						
Song 8						
Song 9						
Song 10						
Song 11						
Song 12						

**Project Photo Details**

Your Name & Address: \_\_\_\_\_ Your Phone No. \_\_\_\_\_

Your Email address: \_\_\_\_\_

Project Required Date: \_\_\_\_\_ Rush Processing? Yes No

Photo Numbers	Subject	Scan	Crop	Adjust Color	Your Comments
Example	Our engagement pictures	Y	N	Y	These are too dark. Can you lighten them?

Title	Opening Title Page? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Title	End Title Page? <input type="checkbox"/> Yes <input type="checkbox"/> No				

**Overall Project Information and Pricing**

Your Name & Address: \_\_\_\_\_ Your Phone No. \_\_\_\_\_  
 Your Email address: \_\_\_\_\_  
 Project Required Date: \_\_\_\_\_ Rush Processing?  Yes  No

Item	Special Instructions	Quantity	Each	Cost
Photos to be Scanned			x \$2.50	
Photos to be Cropped			x \$1.00	
Photos to be Retouched			x \$5.00	
Scan Prepared Title Pages			x \$2.50	
Title Pages by ADM	Simple, without SFX.	10	No cost	
Graphics Title Pages by ADM	Animated with page turn or folio effects.		x \$5.00	
Basic Presentation Authoring	Per each 50 items or fraction thereof.		x \$100.00	
CD-R Photo Data Files	Complimentary CD-R ( up to 3 copies. )	3	No cost	
DVD-R Authoring & One Disc (ea.)	<input type="checkbox"/> Yes <input type="checkbox"/> No		\$25	
DVD Chapter	<input type="checkbox"/> At Beginning of Each Song		No cost	

Markings (Invisible) Remote Control Skip	<input type="checkbox"/> At Selected Photos; List <input type="checkbox"/> None			
DVD Auto-repeat	<input type="checkbox"/> Yes <input type="checkbox"/> No		No cost	
DVD Case(s)	<input type="checkbox"/> Clear CD Jewel Case (5.5" x 5.5") <input type="checkbox"/> Black Amaray Case (5.5" x 7.5")		No cost	
Additional DVD-R Discs (ea.)			x \$20	
VHS Videotape	Instead of DVD 1ea.		No cost	
Additional VHS Videotapes (ea.)			x \$10	
				-----
		Total		
		50% Deposit		-
		Balance due on delivery		

[email: jpk@ADM-Video.com](mailto:jpk@ADM-Video.com)

**PRINT or DOWNLOAD THESE PAGES.**

Page following is for extra pictures to be scanned.

Copy as many times as needed and insert, above.

Last Revision: May 20, 2006

