



*Excellence • Integrity • Passion*

## **Photo Montage Instructions**

We will be setting up a meeting to collect your **60 pictures** around **(2) MONTHS BEFORE** your event. Please make sure that you limit your selections to **60 pictures or less**. If you must go over that number, a fee of **\$ 2.00 per picture** will be added due to surcharges from our vendor.

### **You can choose from 2 presentation styles:**

**Stop Montage:** The montage is played during a special time of your event where everyone stops to view the presentation. You choose **(2)** songs to play in the background, which plays on our sound system.

**Continuous Montage:** The montage plays throughout the course of your special event on a continuous loop. This montage **DOES NOT** have music in the background.

### **Please use the following tips when putting together your pictures:**

- Please remember, you may only provide us with **DIGITAL PHOTOS ONLY**. If you have physical pictures that you want to include in your montage, you must scan them and provide us with the **digital JPEG files** on a flash drive. You can also have pictures scanned at a local CVS or Walgreens and they will provide them for you on a flash drive.

- **DIGITAL PHOTOS** must be **JPEG FILES ONLY**. Please place all of your digital pictures in a **FOLDER** on your computer **LABELED** with your **LAST NAME**.

- You can provide your photos on a **FLASH DRIVE** or **VIA GOOGLE DRIVE**.

- For digital pictures, please **CHANGE THE TITLE OF EACH PICTURE**. (ex. Family Vacation 001.jpg) to a number (1, 2, 3, and so on). This number corresponds to the order of pictures you would like. You can also have pictures in **A RANDOM ORDER**.

- When choosing **DIGITAL PHOTOS**, please refrain from selecting pictures that are severely damaged, taken from far away, of poor quality, or extremely small or large.

**Thank you for following the steps listed above. This ensures that we can create a memorable video presentation that all of your guests can enjoy!!**