

Show Preparation Guide

7 STEPS

Step 1: Think about your show

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Step 5: Scanning photos/documents

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Since **Angel Video Memories** considers this the most critical phase in the show planning process, we are always available to help you and provide any assistance.

Procedures and Instructions

Taking the time to carefully consider all aspects of your show will ultimately make the planning process easier.

STEP 1 Think about your show

- A. What is the purpose of your show?
 - 1. gift
 - 2. surprise
 - 3. tribute
 - 4. promotion, etc.

- B. What is the message you are trying to convey?
 - 1. sentimental
 - 2. remembrance
 - 3. humorous; or other

- C. Who is your audience?
 - 1. family
 - 2. friends
 - 3. business associates, etc.

STEP 2: This is when you collect the right photos and additional significant materials.

- A. Depending on the purpose of your video album, select pictures that evoke emotion, cause laughter, or simply bring a smile to your face or a tug at your heart.

- B. Include action shots, if appropriate, for your show.

- C. Make sure to include some close-up as well as far away shots.

- D. Try to include some pictures of people that might be present when revealing the production, if applicable.

- E. Locate additional materials.
 - 1. awards
 - a. school
 - b. military
 - c. diploma

2. announcements
 - a. birth
 - b. engagement
 - c. newspaper clippings
3. invitations
 - a. birthday
 - b. wedding
4. tickets
 - a. movie stubs
 - b. concert
 - c. airline
5. souvenirs
 - a. maps from vacations taken
 - b. restaurant menus
 - c. wine labels

F. Select some cherished video clips (1 – 2 minutes constitutes a video clip) if you are planning to include some in your show.

TRY TO AVOID:

1. Selecting digital pictures with low resolution.
2. Any pictures that have writing on the back with ballpoint pen.
3. Any pictures that look out-of-focus.
4. Pictures that have been cutout.

Step 3 – Creating the Chapters of your Story

Approaching this step as if you were an “Author” helps you understand of the “Chapters” you will be writing with your photographs. After step 2, you probably have a good idea of the chapters, which will be included in your photo story.

Like chapters in a book you will be telling an important part of your special someone’s life or event. Put a lot of thought into this step - this is where you’re going to decide what pictures are associated with each chapter and help you and the audience relive those special memories.

If your pictures are not in digital format

- A. Get out that box of Ziploc bags and your favorite colored Sharpie!
- B. Clearly print the Chapter numbers on each baggie. You may have to use some gallon sized baggies for your larger sized documents. Make sure that those correspond to the chapter number too.
- C. Insert all materials into the appropriate bag.

If your pictures are digitally formatted

- A. Create sequential chapter file folders.
- B. Drop the pictures you want to use for each chapter into the appropriate folder. This will also include any documents that you will be scanning for a particular chapter (this is addressed in the scanning section of this document).

Like most of us, we have a combination of picture and digital photographs; organize the prints and digital pictures as mentioned above. But, make sure that when you start to name the file folders that you begin the digital chapters where the baggies left off.

STEP 4 Select the Music

- A. Your music selections will set the mood and tone of your video album. Consider using sentimental and “snappy” songs, so your video album will move people to laughter or tears. Also, using instrumental

- pieces can encourage your audience to focus more on the image being viewed rather than the lyrics of a particular song.
- B. Include some favorite songs of the person you are creating the video album for. Doing this will significantly connect the show to an unforgettable memory or feeling.
 - C. If you know the words to a specific song and can link the words to a group of photographs or a video clip, by all means use it!
 - D. Please note the song version you prefer, because it may have been recorded by several artists.
 - E. Decision can be difficult! Don't fret, our **Song Selections List** can get you started. In that list you will see specific names of songs and artists that could be used for a special occasion or event.

Please Note:

In order to produce a show that flows smoothly, we try to avoid using songs in their entirety. So, if you would like a whole song, used please highlight it on the Angel Video Memories **Order Form** (more than one song can be highlighted).

STEP 5 - SCANNING PHOTOS AND DOCUMENTS

There are three Options for this step:

Option 1. We do the scanning for you.

Option 2. You do your own scanning.

Option 3. No scanning required because all your materials is in digital format.

*****Skip to the option section below that best meets your needs*****

OPTION 1

If you are sending photos and documents for **Angel Video Memories** to scan:

- A. Start with the Ziploc bag labeled "Chapter 1", and using a **Post-it-Note**, number each photo in the order you would like it to appear, **put the sticky note on the BACK of each picture and document**. Do Not put sticky notes on the front of your photos – the sticky residue will damage your photo. Do Not tape your photos onto sheets of paper.
- B. Place your pictures/documents back into their labeled "Chapter" Ziploc bag.
- C. Make sure the Ziploc bag is completely sealed.
- D. Then take "Chapter 2" Ziploc bag and repeat the same procedure. **BUT**, this time you will start the numbering process from where you left off in the "Chapter 1" labeled Ziploc bag.

For example: If the picture numbering in Chapter 1 ends with 20, the first picture in Chapter 2 will be number 21.

E. Continue this process until all of your pictures and documents are numbered.

DO NOT:

- 1. Do not send photos that are cut into shapes (circles, etc.)
- 2. Do not simply rely on placing the photos in the correct order in the package - they shift.
- 3. Do not tape or glue photos together or to sheets of paper.
- 4. Do not put sticky notes on the FRONT of your photos
- 5. Do not write on the back of photos.

OPTION 2

If you are doing your own scanning:

- A. In My Documents, create one main folder and name it with your last name, first name and the word "pictures" (i.e. SmithBob-Pictures). Then within the main folder create each fold for each Chapter (i.e. Chapter 1, Chapter 2, etc.)

B. Thoroughly clean the scanner with a dry lint-free 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. If there are noticeable fingerprints on the pictures themselves, gently wipe them with the lint-free cloth prior to scanning. **Scan and Save in JPG format!**

Important: we ask that you scan them at a resolution that will allow us some flexibility with the pictures. Remember, the higher the resolution, the better your photos will look on the screen. Follow these guidelines:

Size of Photo	Scanning Resolution
Wallet size or Smaller	600 dpi
3x5 to 6x8	300 dpi
8x10	150 dpi

- A. Now take the pictures and documents in Chapter 1 Ziploc bag and begin scanning. Save each picture with a three digit number indicating the order you want it to appear in the video album (for example: 001.jpg, 002.jpg).
- B. Then take "Chapter 2" Ziploc bag and repeat the same procedure. **BUT**, this time you will start the numbering for this folder from where you left off in the scanning/saving process for the Chapter 1 labeled folder.

For example: If the picture numbering in Chapter 1 ends with 020, then the first picture in Chapter 2 will be number 021.

Tip: If you want to move pictures around after they've been scanned – the easiest way to do it is to simply rename it with a letter after the file number – for example the picture named 001 you now want moved to be placed after 021, then rename 001 to 021**a**. If you want a group of pictures moved just keep them in alphabetical order 001 to 021**a**, 002 to 021**b**, 003 to 021**c** – they will all now be in the sequential order you want them to be.

DO NOT:

1. DO NOT scan photos that are cut into shapes.
2. DO NOT crop photos or documents.

OPTION 3

Assuming all your materials are digitally formatted:

- A. In My Documents, create one main folder and name it with your last name, first name and the word "pictures" (i.e. SmithNancy-Pictures). Then within the main folder create each fold for each Chapter (i.e. Chapter 1, Chapter 2, etc.)
- B. Navigate to the location where your pictures are saved then drag and drop the pictures into the appropriate Chapter folder.
- C. Rename all your picture and documents with a three digit number indicating the order you want it to appear in the video album (for example: 001.jpg, 002.jpg).
- D. Repeat the same procedure for the remaining Chapter folders. **BUT**, remember to start the renaming process from where you left off in the "Chapter 1" folder.

For example: If the picture renaming in Chapter 1 ends with 020, the first picture in Chapter 2 will be renamed 021.

Tip: If you want to move pictures around after they've named – the easiest way to do it is to simply rename it with a letter after the file number – for example the picture named 001 you now want moved to be placed after 021, then rename 001 to 021**a**. If you want a group of pictures moved just keep them in alphabetical order 001 to 021**a**, 002 to 021**b**, 003 to 021**c** – they will all now be in the sequential order you want them to be.

STEP 6 Assign Caption & Title Slides

Adding captions to your video album is a fantastic way to captivate your audience and help them follow the story being told. Depending on your package selection you can insert anywhere from five to 15 caption/title slides. You decide how to allocate the captions versus title slides.

Captions: A word or quote on one specific photo.

Title Slide: Text that expresses your thoughts before or after an entire group of photos. Title slides are “jazzy” introductions or conclusions to each chapter of your photo story.

To add captions to your video album:

- A. Create a Word or handwritten document with the photo numbers next to the caption.
For example: Picture #007 – “Our first date”
- B. Do not write captions on the back of photos or in the filename of digital images.
- C. Unless you're using an important quote or poem, keep your captions short and sweet! Fewer than 10 words works best.

To add title slides to your video album:

- A. Include a Word OR handwritten document with the “**CHAPTER**” numbers next to the words and indicate whether you want the slide to appear **before** or **after** the grouping of pictures.

For Example: Chapter 1 – “Fabulous Fashions of the Fifties!” **BEFORE**

- B. As with captions, unless you're using an important quote or poem, keep your title slides short and sweet! A touch of that “je ne sais quoi” to your titles is a definite attention grabber! Fewer than 10 words works best.

STEP 7

WRAPING IT ALL UP!

- A. Whether you scanned all or some of your pictures or had digitally formatted pictures—burn your files to a CD-R.
- B. Consider further tailoring your master show with some items listed in our **PACKAGE ADDITION AND EXTRA OPTIONS** document.
 - 1. Voice Recordings
 - 2. Credit Slides
 - 3. Video Clips
- C. Complete the **Angel Video Memories ORDER FORM**.
- D. Carefully package your materials. You can call or email us for personal delivery or send all your materials to **Angel Video Memories**.

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Or

Call **(210) 497-7966** or e-mail lori@angelservices.net to set an appointment.

Visit our website at www.angelvideomemories.com

Because it is our goal to Exceed all of your Expectations, we provide each of our clients their own **Private On-Line Portal**. You will be able to log on at anytime to upload or download files, communicate and view your video prior to wrapping up production!

We will take it from here and begin your production!