



Photo Montage Format Sheet

Length

The first step to a successful photo collage is determining who your intended audience is and then organizing your collage to their needs. If for instance your collage is to celebrate the life or lives of specific people (Wedding) and it will be presented to a large audience, then it is advisable that the length be between 10-20 minutes. If the intent is to document the entire history of your family you could create a project that would be similar to a feature length movie (up to 2 hours). A two-hour production could have as many as 1000 pictures! So, in other words, the first step is to set a rough idea of how many pictures you intend to have to achieve the correct length production. Each picture is generally "on" the screen for 6 seconds or 10 pictures a minute.

10 minute collage = 100 pictures

20 minute collage = 200 pictures

1 1/2 hour collage is 90 minutes = 900 pictures

Organization

Once you have an idea of the total number of pictures you are going to need (Packaged Purchase), then it is time to find them and get them organized. We suggest breaking the total number of pictures into more manageable units of time before you start your search. For instance, you may group them by decades, or by specific events. Write these time units down and then determine approximately how many pictures would be appropriate for each unit of time.

Song Choices (Average Wedding Montage of 100 Pictures = 3 Songs)

Song Title: _____ Artist: _____ Length: _____

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Song Title: _____ Artist: _____ Length: _____

Song Title: _____ Artist: _____ Length: _____

Song Title: _____ Artist: _____ Length: _____

A few things to keep in mind when you are choosing pictures:

1. The transfer process by Tampa Bay Disc Jockeys, Inc. does not enhance the existing picture, so make sure they are in focus, people's faces are not washed out and the picture is in good condition. Ridges, water damage, etc. can be distracting to the overall picture and cannot be removed by Tampa Bay Disc Jockeys, Inc. without additional expense.



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Picking Out Photos:

Pick out the photos that you want us to include in your montage. We will need the photos numbered on the back starting with #1 in the order that you want them to be displayed. (Sticky notes work great.)

- baby pictures
- growing up
- family and friends with the bride or groom
- events or vacations
- school sports or other achievement pictures
- bride and groom dating
- engagement photo
- any other special photos

2. TV screens are wider than tall, so horizontal pictures fit naturally to the size of a television screen. Vertical pictures may have to be cropped or have black or white bars on each side to fill the screen. This is not bad, but too many of these vertical pictures are not visually appealing, especially if they are right after each other.

3. Pictures need to be removed from any type of frame. Tampa Bay Disc Jockey's Inc. does not accept pictures that are in glass frames.

4. If you have some newer pictures that are only available in electronic format, you can burn them to a CD and mail them to TAMPA BAY DISC JOCKEYS, INC.. File sizes greater than 20 megabytes should be mailed as opposed to sending them via email. They should be cropped and sized to fit 720 horizontal x 480 vertical pixels. The higher the resolution the better (i.e., up to 300 pixels/inch). Photos less than 72 pixels per inch will be very grainy. If your pictures are not sized appropriately, Tampa Bay Disc Jockey's will charge \$85 per hour additional to resize them.

5. TAMPA BAY DISC JOCKEYS, INC. can crop pictures to focus on one part of the picture. Handling charges apply if cropping is requested on more than 5 pictures per fifty (50) submitted. If you are requesting cropping, please note this on the instruction sheet under additional comments and place a post it note on the picture itself with specific instructions. TAMPA BAY DISC JOCKEYS, INC. will do the best we can to have it appear in a presentable fashion, but cropping does limit our sizing flexibility.

6. Pay closest attention to the pictures you are selecting at the very beginning and ending of the project as well as the first picture. These may well be on the screen the longest and you may want to add titling to them. In addition, we may be changing music to go with each time unit and it is a nice touch to have an impact picture at the start of a new song.



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7. Very small pictures are fine. Additional charges may apply if submitting pictures larger than 8" x 10".

There are no rules for selecting great music. Some people choose music that matches the genre of the pictures; others try to match the theme of the pictures to the theme of the music and some just select music they like.

You may send in your own music on Flash Drive or CD (burned or original is fine - MP3). Your music will be returned to you with your pictures. **Please make sure to include enough music for your entire collage. If no music is sent in or picked 45 days prior to event, Tampa Bay Disc Jockeys, Inc. Will Pick Music for Montage.**

Picture Numbering

Order all pictures in chronological order. you are ready to number each picture starting with one and ending with the last number of the project. Each photo should have a unique number Example (001-0100). Tampa Bay Disc Jockeys, Inc. recommends that you write each number on a small sticker (such as Avery Label #05799 - Round Dots) then place the sticker on the bottom right corner of the picture. You can use a ballpoint pen or other smudge proof pen that is easy to read. Colored stickers are fine if your numbers are clear. Alternatively, you can use a dull pencil to write the number on the photo itself. Keep in mind that you need to write hard enough to see the number, but pressing too hard may leave an impression that can be seen from the front of the photo. All Captions for Pictures must be placed with a post it note on the back side of the photo and numbered to match the number on the front side of the photo. Please limit the captions to only major photos because too many words often take away from the visual effect.

Pictures for Photo Montages with captions (if applicable) must be sent in to Tampa Bay Disc Jockeys, Inc. 45 Days prior to Event to ensure production of Photo Montage.

Choose a Title for your Montage:



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Choose what comment you would like at the end of the show. This might be a quote, special poem, scripture, or simply the name of the bride and groom and the date of the wedding.

Closing/Ending Comments for Montage:

If you have a theme to your wedding reception, please let us know so we can incorporate that in the montage.

Theme: _____

Event/Wedding Colors: _____

We will give you the music CD's with the DVD montage at the reception. Pictures will be returned to client day of Event at Venue. Not responsible for lost or damaged photographs.

I hereby give Tampa Bay Disc Jockeys permission to use all the photos and/or video images I provide to create a photo montage. I have obtained all legal rights for any copyrighted images from all applicable publishers or individuals. Tampa Bay Disc Jockeys, Inc. has permission use the final photo montage creation or any portion of it for promotional purposes. All photos and video clips given to Tampa Bay Disc Jockeys, Inc. will be returned with the photo montage DVD at the wedding reception.

Bride Signature: _____ Date: _____

Groom Signature _____ Date: _____

Event Coordinator Signature: (If Applicable – Corp Events Only)

_____ Date: _____

Title: _____