



Photo Montage Details

Here at A-Sharp Production we are proud to provide our clients with photo montage production services. In order to create a polished product we have designed this document to provide guidelines and suggestions as you prepare the photos and/or media for us.

GUIDELINES:

- Unless discussed prior, please limit your selection of photos to 100 individual images. (We do realize it is hard to narrow down, however 100 has been determined as it creates a finished product which is not too lengthy, yet not too short). \$1 per image is added to your final event bill for montages longer than 100 photos.
- The photos can be given to us either as high quality digital images (JPG files ideally. PDF files cannot be used) or we will also accept the original printed photos. Low quality images will not look good in the finished montage and there is no way for us to improve the quality of the provided media. Capturing photos with a cell phone or old printed images will not work.
- We ask that you please provide us with the order that you would like the photos presented. Hard copies of the photos should be numbered on the backs of each picture. If you are providing digital photos, please rename the file names to show the order. (for example 1.jpg, 2.jpg, etc). If you rather the montage to display images in categories such as friends, family, camp, etc. we can do so. We require that you still provide order each category. If images are provided to us in random order, we will put the images in random order.
- If movie clips are being added to the montage, please provide instruction as to where these clips should be added. Note, an additional charge may apply to add movie clips if they need any editing. Keep in mind movie clips will extend the length of the montage.
- MUSIC: If you would like to select songs for the montage, we ask that you select 3-4 songs and specify the order for the songs. We will cut the tracks as needed to fit the video accordingly.
- If your event has a logo or color scheme, please include that so we can tie in the theme or feel into your montage.
- Complimentary revisions are made when mistakes are made by OUR error. Otherwise, revisions will be charged at the rate of \$50 each revision. For this reason, we ask that you submit the proper number of photos in the right order with the exact songs in advance. (revisions are very time-consuming and often require rebuilding the file from scratch. To ensure efficiency, we ask that you properly prepare the content so we can accurately produce the video for you).

IMPORTANT:

- **All photos, videos, media, picture order, and song selections are due to A-Sharp Production no later than 21 days (three weeks) prior to the scheduled event date.**

Mail or drop off montage materials to:

A-Sharp Production
223 Freehold Rd, Suite 105, Manalapan, NJ 07726

