

Steps for Preparing Your Memory Video for Production:

- 1. Pick Topic For Memory Video**
- 2. Gather Pictures**
- 3. Arrange Pictures In Numerical Order**
- 4. Choose Quotes/Titles**
- 5. Create Video Title**
- 6. Choose Songs**
- 7. Contact Casey Minzenberger**

(See Detailed Steps Below)

- 1.** Pick the topic for your memory video. For example, *Joe's 18th birthday, Mike and Angie's wedding* or your company's anniversary. The possibilities are endless.
- 2.** Gather pictures relating to the topic. (Amount of pictures depends on what package you decide on) For example, pictures of Mike and Angie growing up, all the way to the point of marriage. Unfortunately, you will be charged for any additional picture over 120. You may include an additional 50 pictures for \$35.00 or each additional picture is .80 cents.
- 3.** Arrange the pictures in order from first to last. Please number the photos on the back in pencil or ink so there is no confusion. For example, picture #1, picture #2, etc. If you use ink to number the photos, please make sure it will not smear on any other photos.
- 4.** You will need to choose at least 6 quotes to be used in the video. One quote is used to begin the video, one to end the video, and the rest are spread throughout the middle of the video, which serve as breaks between songs in the video. Sometimes songs either run long or run short, so depending, you may be contacted for a couple more quotes. Also note that not all quotes may be used. This is why it is best to pick out a few definite quotes, and a few optional quotes. Some quote examples include: "Times change, and we with time...but not in the ways of friendships." or "Why buy the cow when the milk's for free." – Grandma Raymond 1984. You may submit quotes you found from literature or quotes stated by people you know. The choice is totally up to you.
- 5.** Include a title for your video. For example, "Congratulations Mike and Angie, 12/02/2004", or "Happy 18th birthday Joe, We Love You!". This title will be included at the very beginning of the video as well as on the DVD or VHS tape itself.
- 6.** Next you will need to choose 6 songs for your video. Similar to the quotes, all the songs may not be used, or we may request more, but a good number to start with is 6. It all depends on the length of the songs and how the pictures fall. You do not need to submit these songs, we'll have them on archive. We can supply a small list of previously used songs, but it will ultimately be your decision for which song is used.
- 7.** Finally, Contact Casey for pickup or delivery information via email. Please include in your email the best way to contact you, either by phone or by email.

