

Montage Guide

Please take your time to read this guide! It will make the montage process go much smoother!

- 1- Fill out the **Montage Order Form** on Page 3.
- 2- To avoid a \$100 late fee, you must have your montage assets submitted to us no later than 28 days prior to your event. ***If we don't have all of your montage assets 28 days prior to your event date there will not be time for us to send you an approval version of your montage. This means there will not be time for you to see it before your event to approve it.***
- 3- **Provide us with your invitation** either a hard copy or a digital file.
- 4- If you want to add more photos over your contracted amount, the fee is **\$6.00 per additional image**. Video clips can also be added, the fee is **\$25-\$55 per video clip** dependent upon how you submit them.
- 5- A typical 100 photo montage is 7-8 minutes.

MONTAGE FAQs

Q: Can I have a mixture of digital photos & prints & what file types do you accept?

A: We prefer all digital photos, not a blend of both. If you have a mix of both, we suggest that you scan the prints yourself & number them in chronological order in with the digital photos. If you are not able to scan yourself, CVS has a scanning service (while you wait) for \$.49 per scan: <http://cvs.com>. File size per picture is best if between 1 - 5 megabytes each. If you do want us to scan your images, the fee is \$2.00 per image.

ONLY .JPG, .BMP, .PNG FILES ACCEPTED! .JPGs PREFERRED.

**If you use a scanning service like CVS or Costco, after receiving the CD of images from them you must copy the scans to your hard drive and rename them 1 through the last photo number. Please don't bring us the CD's from them. The file names and order won't be accurate. When renaming the files on your PC, remember to leave the extension on each file name ex: 1.jpg, 2.bmp etc...You cannot leave the file numbers CVS/Costco adds to each scan.*

Q: What file size/resolution should the images be?

A: File size between 150 kilobytes is the absolute minimum (photos could look a little soft and pixelated) & 4 megabytes. Optimum size is approx. 1.5 to 3 megabytes per photo.

Q: How should I number my digital photos?

A: Don't leave the file name that your camera labeled each photo. All digital photos are to be numbered 1.jpg, 2.jpg, 3.jpg, etc. Be careful not to remove the .jpg or .bmp or .png from the file name while you number.

Q: What do I do in the event that I have numbered all the digital photos & then realize I want to slide a picture in between two? Do I have to renumber all the pictures or digital files that follow it?

A: No, you don't. For example, you want to insert a photo between 8.jpg & 9.jpg so you will rename the photo you want to slide in 8a.jpg. If you have another one you'd like to put another photo after 8a.jpg but before 9.jpg, rename it 8b.jpg, etc.

Q: What if we are submitting all prints (non-digital pictures) instead of digital photos?

A: There will be an additional scanning fee of \$2.00 per scan. In the event you wish to submit all prints to us instead of all digital photos you can number each print on the back, in the upper corner. Number them 1, 2, 3, etc. Use a pencil but don't push hard. *Never use a pen or marker.* If you need to slide a print between two that are already numbered, just label it like this: 3, 4, 4a, 4b, 5, 6, 7, etc.



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ALL prints must be put in 1 stack and in order from 1 through the last photo. #1 being on top of the stack facing up.

Q: How do we get the assets to you, by what method?

A: When you have all your assets together (all photos in the order in which you want them to appear, completed Montage Order Form & Invitation) please put them all on a USB thumb drive or cd (Invitation doesn't have to be scanned, bring the hard copy if you like) and deliver them to us no later than 28 days prior to your affair. If you are late, there will be a fee and there will not be time for you to see a montage approval version prior to your affair.

Q: Can we submit video clips or voice over audio clips for our montage?

A: Yes, You must refer to the "Video & Extras Submission Form" to make sure you understand the requirements.

Q: When do we need to have our assets in by & how soon after that will we receive the "approval video" link online for us to check over before the montage is finalized?

A: As not to incur additional fees, all assets must be received by ET & Hi Tech no later than 28 days prior to your event. The approval version will be sent to you within 7 business days of receiving all of your assets.

Q: What if we want to make changes once we see the approval version?

A. The approval montage is for you to make sure all photos were used in the correct order, titles were spelled correctly, and the correct music was used. Creative changes are at the editor's discretion. So if a creative change is necessary, there may be an additional fee.

Other Helpful Hints:

Invites count as 1 or 2 images. EX: If it is a 2 sided invite, then remember to add 2 images to the total amount of images. 1 sided invite, allow for 1 extra image.

Only send us assets we will be using in your montage. Please don't send us multiple versions of the same photos, photos we won't be using or hard copy photos plus their digital scans. The less confusing you make it for us, the better your montage will be!



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MONTAGE ORDER FORM

PLEASE PRINT THIS PAGE & FILL OUT COMPLETELY

Your Last Name: _____ Event Date: _____

Guest of Honor(s) Name: _____

Your Best Contact Numbers: Cell: _____ Work: _____

Your Email Address: _____

If ET's is not your DJ or providing the Screens please list who is:

Opening Title to Appear: _____

Ending Title to Appear: _____

Is there a theme to the party? _____ If yes, what is the theme? _____

Studio Use Only: # of Photos in Contract: _____ # of Videos in Contract: _____

| | | | |
|---------------------------------------|--------------------|---------------------------|----------------------------|
| Bar Bat B'nai B'not Mitzvah [] | Wedding [] | Sweet 16 [] | Other [] |
| Standard Montage [] | Deluxe Montage [] | Loop Montage w/ Music [] | Loop Montage w/o Music [] |
| For Deluxe Montages Only: | Light Effects [] | Medium Effects [] | Heavy Effects [] |

MUSIC SELECTIONS - PLEASE WRITE SONG TITLE & ARTIST'S NAME:

(approx. 30 photos per song, 4 songs for 100 photo montage)

Song 1: _____

Song 2: _____

Song 3: _____

Song 4: _____

Song 5: _____

Fees for Additional Photos / Video Clips:

\$6.00 per additional photo \$2.00 per photo scan,

\$25.00 - \$55.00 per video clip dependent upon how clips are submitted to us.

MONTAGE TERMS AND CONDITIONS

By signing this form, you hereby agree that you are responsible for any additional fees that will be added to your ET Events and/or Hi Tech Events contract for additional photos, video clips, and/or additional revisions. You also agree that if you submit your montage assets/materials less than 28 days prior to the date of your event, you waive the right for an approval video to be sent to you and agree that the first version is the finalized product.

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Client Signature

Date

Client Print Name

VIDEO & EXTRAS SUBMISSION FAQs

- To add video clips or audio-only voice over clips to your montage, they must meet our criteria:
 - If you need to convert your videotape to USB drive or DVD, we can do that for you for an additional fee. Videotapes must be submitted at the same time you submit your other assets.
 - We offer 2 different pricings dependent upon how you submit video clips to us:
 - -\$25 per video clip requires the following: They must be in digital form, meaning a digital file. Delivered to us on a CD, DVD or USB thumb-drive. All the clips must be trimmed by you. This means: how you give them to us is what we use. If you are unable to do this then:
 - -\$55 per video clip & you must follow the following procedure:
 - DVD SUBMISSION: You must write down an in-point and out-point for each clip. There is a time counter on your dvd player if you are sourcing from a dvd. There is a time counter on your PC software if you are sourcing from a digital camera file. You must also write down a visual &/or audio in point & out point for each clip. This is just in case your timecode ins & outs are not accurate.
 - EX: Clip filename: "Our vacation". In-point: 12 min 2 sec. Jason says " I love you". Out-point: 12min 55sec. "end when he catches the ball".
- You must tell us where to insert each video with file name "Our vacation" between pics 11.jpg & 12.jpg
- You must also tell us if we are using the natural sound associated with the video or are we dubbing over the video clip with the music chosen on the "Montage Order Form".
- If it's an audio-only voice over clip (write down the timecode in & out points + the audible cue for in & outs)
- EX: Filename: "peter" In-point: 1 min 12 sec. When Janet says: "welcome to the world Jason". Out-point 1 min. 55 sec. when Janet says "goodbye".
- You MUST also tell us which pictures to associate the audio-only clip with. Pictures are held on screen for approximately 4-5 seconds each. So if your audio-only clip is 15 seconds long then it would look like this. EX: Put Audio-only clip, filename "mom's speech" with pictures 12.jpg, 13.jpg, 13a.jpg

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2017 MONTAGE SONG SUGGESTIONS

**You can choose any songs you like and they don't have to be from this list.
Choose 1 song for every 30 photos. A 100 photo montage usually has 4 songs.**

24K Magic by: Bruno Mars

7 Years by: Lukas Graham

100 Years by: Five For Fighting

Ain't No Mountain High Enough by: Diana Ross

Allstar by: Smashmouth

Angel by: Lionel Richie

Back When by: Tim McGraw

Beautiful Boy by: John Lennon

Beautiful Day by: U2

Best Day by: Taylor Swift

Best Day of My Life by: American Authors

Brown Eyed Girl by: Van Morrison

Can't Stop the Feeling by: Justin Timberlake

Circle of Life by: Elton John

Count on Me by: Bruno Mars

Feel So Close by: Calvin Harris

Forever Young by: Rod Stewart

Girls Just Want to Have Fun by: Cyndi Lauper

God Must've Spent a Little More Time by: N'Sync

Greatest Love of All by: Whitney Houston

Havin' a Party by: Rod Stewart

Humble and Kind by: Tim McGraw

I Hope You Dance by: Lee Ann Womack

I Lived by: One Republic

Me Too by: Meghan Trainor

Moments Like This by: Allison Krauss

My House by: Flo Rida

My Little Girl by: Tim McGraw

My Wish by: Rascal Flatts

Never Grow Up by: Taylor Swift

Photograph by: Nickelback

Rather Be by: Clean Bandit

Seasons of Love by: Rent

Somewhere Over The Rainbow by: Israel Kamakawiwo'ale

Stand by You by: Rachel Platten

Sunrise, Sunset by: Fiddler On The Roof

Sweet Child of Mine by: Guns n Roses (or Sheryl Crow)

Time of Your Life by: Green Day

Time of our Lives by: Pitbull & Nayo

Tiny Dancer by: Elton John

Turn Down for What by: DJ Snake & Lil Jon

Unwritten by: Natasha Bedingfield

Won't Be Like This For Long by: Darius Rucker

You Bring Me Joy by: Carolyn Arends

You Raise Me Up by: Josh Groban

You'll Be in My Heart by: Phil Collins

Young by: Kenny Chesney

Your Smiling Face by: James Taylor