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## **How to Prepare your Keepsake Video**

These are some guidelines to help you organize your material (photos, slides, video, film) for inclusion in a Patchin Pictures Video Keepsake. If you're not sure about something, don't worry. This isn't as overwhelming as it looks. We'll work it out when you place your order. If you have any questions at any time during this process, please call us. We'll be happy to help.

1. **Pick Your Photos.** Decide which photographs you would like to use in your program.
2. **Organize Your Photos.** Put the photographs in the order you'd like them to appear. This is commonly done by date, but you might choose to order them by subject (vacations, holidays, etc.) or some other meaningful pattern that tells your story best. We can make suggestions if you're not sure.
3. **Number Your Photos.** Number all the pictures in the order you want them to appear. Be sure to write only on the backs of the photographs, and only in pencil. As an option, you may choose to use post-it notes for numbering. For slides, you can write in pencil directly on the cardboard.
4. **Choose Your Music.** Decide what music selections you'd like to use. If you have no specific preference, tell us a general tone or genre and we can provide the music. If you have particular songs, bring the CDs. Keep in mind that a 100-photo project usually uses 3 to 4 songs, depending on the length of the songs. If you bring in your own CDs, please tell us which songs you need and in what order.
5. **Choose Your Titles.** Decide what you want your opening and closing titles will be. Keep in mind that the opening title is usually the title of the video, and will appear on the labels of your VHS and DVD copies unless you specify otherwise. You might also want additional titles within your video. Write them on paper and insert them into your stack where you want them to appear. Indicate whether they will stand alone or appear over a picture.
6. **Choose Your Extras.** Think about any extras you might want. Are there pictures that might need a title to explain who or what your audience is looking at? Do you have home video or film footage that you want to insert into the video? Do you need extra VHS or DVD copies for friends and relatives?
7. **Bring Everything to Patchin Pictures.** Call us for an appointment so we can meet with you to finalize the design of your Keepsake. We'll do the rest.

**Remember, this list is just a guideline to help you prepare. We're here to help you create your Keepsake. Please don't hesitate to call us with your questions. We hope you enjoy the process as much as we do.**