



ORGANIZING YOUR MATERIALS FOR A CUSTOM DVD PRESENTATION

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CLIENT INFORMATION

Name _____ DVD Cover Photo
Please Include Photo Number _____

Title of DVD _____

Total number of additional DVD copies (one is included in base price) _____

Would you like a VHS tape as well? Yes No If Yes, total number of VHS copies _____

What size would you like your presentation to be? Standard TV (4:3) Widescreen (16:9)

Brief description of your presentation. This text will appear below the photo on your DVD Cover design.

If you are unsure of how your presentation will look, ask us about previewing and proofing options. Changes made after the production of your DVD will incur additional editing and materials charges.

INSTRUCTIONS

Congratulations on your decision to create a custom DVD for your special presentation. We hope that you will enjoy this unique and creative way of sharing your memories with friends and family. In order to make the process of creating your presentation as satisfying to you as possible, we ask that you take a moment to organize your photographs and collateral materials before sending them to us for production. Here are some guidelines:

1. GATHER YOUR MATERIALS Find all the materials you want to incorporate. These include, photos, slides, clippings, video, audio etc. All items must be removed from albums or frames.

2. ORGANIZE THE ITEMS in large envelopes. Label the envelopes alphabetically. Use one envelope per chapter of your DVD. Chapters are typically used to separate major events, time periods or categories within your video. You may want to organize in “decades” for a family video, for example, or in places visited for a travel video. Each Chapter will be identified by a full screen graphic or what we refer to as a “Chapter Card” before its series of photos are displayed. The Chapter Card is your opportunity to display on screen more details about the upcoming photos, such as people present, dates, etc..

3. NUMBER & ANNOTATE On a flat sticker write the number in the order in which the photograph will appear as well as the letter of the envelope it belongs to and paste it on the back of the photograph. If there is a caption (text to appear over the photo on screen) please write it on a sheet of paper and coordinate it with the corresponding photo #s. It is best to write the note on the pad and then stick it to the photo to avoid leaving marks on the photo by writing/pressing on it. Keeping captions short make them easier to read on screen.

4. MUSIC If you are including your own music put it in the appropriate chapter’s envelope. You will also need to indicate which songs you want included with your production. Legacy Multimedia has a wide variety of accompaniment music available. Please contact us regarding selecting your music.

5. FILL OUT THE CHAPTER SHEETS The sheets help us organize your DVD presentation in chapters, which ultimate become the navigable menu on your DVD. Use one sheet per chapter (copy the sheets as needed). Since you have already separated your materials in envelopes, and will have one chapter sheet per envelope simply tape the sheets to the corresponding envelopes. Each separate chapter of your DVD should be in a separate envelope.

6. DOUBLE CHECK that you have everything you need. Also double check the spelling/accuracy of all names, places and dates. Changes made after production due to this will incur an additional charge.

7. CONTACT US regarding the price. Once you have your materials organized and know what will be included in your video, contact us for your customized quote and invoice.

8. DROP IT OFF at our drop location or call to arrange a pickup. We’ll take it from there.

