

## ORGANIZING YOUR MEDIA and ORDERING INFORMATION

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1. **PREPARING.** Gather all of the photos you wish to use in your slide show. Decide on the order you in which you would each photo to appear. Number each photo with a three (3) digit number.
  - **Hard Copy Photographs.** Lightly mark each photo on the upper right backside or (better yet) attach a “post it” note to the back of the image.
  - **Digital Images.** We can handle this in two easy ways.
    - Make a copy of the image. Change the image file’s name to the number representing the sequence in which you wish the image to appear.
    - If you don't rename the digital image, please provide a text file (or Microsoft Word, Corel Wordperfect, Microsoft Excel, Corel QuattroPro, or PDF...)
      - (Single Images on a slide) that gives the name of the photo/image and the sequence in which you wish it to appear. OR
      - (Multiple images on slide), that gives the names of the image that you want to appear together on the same slide (and the how you would like them to appear or be presented on that slide; for example the sequence you might want them to appear. In side-by-side portrait images, which image is on the left and which is on the right).
2. **MUSIC.** Decide on the music you would like to use in your slide show.
  - **Your Music.** For copyright reasons, please provide us with your Music CD and identify which track(s) you want to use from that CD. We will copy the song(s) identified and return your audio CD to you.
  - **You Need Us to Obtain the Music For You.** When you complete the form identifying the music want to use, be as specific as possible to ensure we obtain the correct song. That is: artist name, title of the music track, name of the CD/Album/etc, year of release, etc.
  - **Royalty Free Music.** We have royalty free music to chose from. A small fee applies.
3. **Deciding on the Package to Select.** The number of photos you want in your slide show, the amount of customization, the number of captions, music tracks, etc. will help determine the best package to suit your needs.
4. **Captions.** On which slides do you want to have a caption appear. Note that the same caption may play on a sequence of slides or just one (and still count as one caption).
5. **Chapters.** A chapter is nothing more than another slide show. Multiple chapters may compose your entire slide show package or you may have only a single chapter. If you have more than one chapter you will have the ability to play each chapter alone or along with the others in a given sequence. If you decide to have multiple chapters, decide which photos to in which chapter.

6. **ORDERING.** Once your planning for the slide show is complete and you have everything organized, complete the order form and any customization forms. Making sure everything is legible helps avoid confusion and errors when developing your slide show.
7. **SHIPPING.** If you are local to Parker, CO and would like to arrange a pick-up, please contact us. If you are not local to Parker or just prefer to mail your materials, please complete the order form and include a \$10 deposit (which we will credit to your account). Use your preferred mailing service. Use a container that provides adequate protection (for instance, padding such as offered by a bubble wrapping or from bending such as a cardboard insert) for the materials you are sending. Send the items insured and with a tracking number. Send your package to:

Fenimore's Photo Video Productions, LLC  
17049 Wellington Drive  
Parker, CO 80134-9129

8. **TIGHT DEADLINES.** Contact us prior to sending your materials and any money. We need to ensure that there are no scheduling conflicts that might prevent us from getting your show to you in time. We will work with you as much as possible to help you meet your schedule, if possible. Normally, our turnaround time (from when we receive the materials) is around two weeks. Rush jobs are charged an additional fee on a case-by-case basis.