

PHOTO MONTAGE INSTRUCTIONS

DATE RECEIVED ____/____/____

PLEASE PRINT CLEARLY
BLACK PEN ONLY

AFFAIR DATE _____

Clients' Names _____

Please Print Clearly

Instructions for supplying **MRG Productions** with photos for montages.

- You can supply us with either PRINT photos or Digital images on a disc. Your total should not exceed 75 photos.
- Digital image formats supported are tiff, jpeg, bmp.
- Please use high resolution files (for example 2 -3 megs is ideal). Please don't go over 6 megs. You can check the size of a file by right clicking on the picture, choose properties and look at the size. It should say 2.00 MB or higher.
- Please rename the files using the binary number system demonstrated below.
- If you are supplying us with print photos, DO NOT write on the back of the picture with a ball point pen. It will come through on the front. A normal black Sharpie works best. Try to choose the clearest photos possible.

ALL PHOTOS AND MUSIC MUST BE SUMMITTED TO MRG NO LATER THAN 3 WEEKS BEFORE YOUR EVENT.

****After you are done burning the disc, please put it back into your computer to verify that you can read the disc and that you did everything correctly.**

The left column describes the process

The right column is the song choice for each section

- Create a folder on disc marked: **BRIDE**
Pictures inside the folder must be labeled:
001 bride
002 bride
003 bride

MUSIC
Title: _____

Artist: _____

- Create a folder on disc marked: **GROOM**
Pictures inside the folder must be labeled:
001 groom
002 groom
003 groom

MUSIC
Title: _____

Artist: _____

- Create a folder on disc marked: **TOGETHER**
Pictures inside the folder must be labeled:
001 together
002 together
003 together

MUSIC
Title: _____

Artist: _____

■ **SUPPLYING BOTH DIGITAL & TRADITIONAL PRINTED PHOTOS:**

If you are supplying a mix of photo types, please follow the above number system. Mark the "DISC" photos and the "PRINTED" photos in a chronological manner and write us a note explaining the order of the pictures.