Photo Montage Instructions

mrg PRODUCTIONS
DJ ▪ PHOTO ▪ VIDEO

PLEASE PRINT CLEARLY
BLACK PEN ONLY

DATE RECEIVED _____/ _____/ _____

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 USB. 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.**

The left column describes the process	The right column is the song choice for each section

Create a folder on USB marked: **BRIDE**
Pictures inside the folder must be labeled:
    001 bride
    002 bride
    003 bride
	MUSIC
	Title: _____
	
	Artist: _____

Create a folder on USB marked: **GROOM**
Pictures inside the folder must be labeled:
    001 groom
    002 groom
    003 groom
	MUSIC
	Title: _____
	
	Artist: _____

Create a folder on USB 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 suppling a mix of photo types, please follow the above number system. Mark the "USB" photos and

   the "PRINTED" photos in a chronological manner and write us a note explaining the order of the pictures.

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