



Photo Montage Details

Here at Xplosive Entertainment we are proud to provide our clients with photo montage production services. In order to create a polished product we have designed this document to provide guidelines and suggestions as you prepare the photos and/or media for us.

GUIDELINES:

- Generally we build photo montages with up to 100 photos. Unless discussed prior, please limit your selection of photos to 100 individual images. (We do realize it is hard to narrow down, however 100 has been determined as it creates a finished product which is not too lengthy, yet not too short).
- The photos can be given to us either as high quality digital images (300dpi or better in .jpg format), or we will also accept the original photos. Low quality scanned images will not look good in the finished montage and there is no way for us to improve the quality of the provided media.
- If you would like the photos presented in a particular order, please provide the hard copies of the photos in order AND numbered on the backs of the photos. If you are providing a disk with the photos, please rename the file names to show the order. (for example 1.jpg, 2.jpg, etc)
- If movie clips are being added to the montage, please provide instruction as to where these clips should be added. Note, an additional charge may apply to add movie clips if they need any editing. Keep in mind movie clips will extend the length of the montage and will possibly interfere with the selected music tracks.
- MUSIC: If you would like to select songs for the montage, we ask that you select 3-4 songs and specify the order for the songs. We will cut the tracks as needed to fit the video accordingly.
- If your event has a logo or color scheme, please include that so we can tie in the theme or feel into your montage.

IMPORTANT:

- All photos, videos, media, picture order, and song selections are due to Xplosive Entertainment **no later than 21 days** (three weeks) prior to the scheduled event date.

Mail or drop off montage materials to:

Xplosive Entertainment
223 Freehold Rd, Suite 105, Manalapan, NJ 07726



PHOTO MONTAGE CREATION FORM

PLEASE INCLUDE THIS FORM ALONG WITH THE MEDIA FOR THE MONTAGE

Date of Event:	
Client Last Name:	
Photos being displayed on screens provided by:	
Venue	Xplosive (Circle one) Other:
Media provided:	<div>_____ quantity of original printed photo graphs</div> <div>_____ CD or DVD Rom (please label the disk with your name via permanent marker)</div> <div>_____ USB Drive (please label the drive with your name via permanent marker or a well affixed sticker)</div>
Is there a theme, color scheme, or logo for the event? Please explain:	
Song Selections:	
Song 1: name: _____ artist: _____	
Song 2: name: _____ artist: _____	
Song 3: name: _____ artist: _____	
Song 4: name: _____ artist: _____	
Special requests or details you need to share with us:	

Thank you for the opportunity to provide you with a photo montage for your upcoming event. Please follow the guidelines and instructions provided and most importantly ensure that Xplosive Entertainment receives this form with all provided media **no later than 21 days before your event date.**

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