



## Video Montage Order Checklist

1. Ensure that your order form is complete. If you have any questions when completing your order form please e-mail or call Almost Famous Productions for assistance. Make sure to check out the tips on our website for creating a great Video Montage. Make sure you have signed the order sheet and included full payment / payment information.
2. Number your photos on the backs with a pencil. If you are sending digital files, please save them in the .jpg format and save them as the number you wish them to appear in your Video Montage (ie: 047.jpg)
3. Group your photos together if you wish certain photos to be shown during a certain song (ie: pictures 1 – 30 shown during the first song). Place each group of photos in a Ziploc plastic bag and write the song name on the outside of the bag. This will help prevent any water damage during shipping.
4. Gather any other media you wish to be included in your Video Montage (CD with music or photos, drawings, etc.).
5. Package all of your items carefully in a cardboard box and send it with a service that provides tracking numbers. You will receive an e-mail from Almost Famous Productions as soon as we receive your package.

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