

Photo Collage Instruction Form

Length

The first step to a successful photo collage is figuring out the intended audience and organizing your collage to the needs to the audience. If for instance your collage is to celebrate the life or lives of specific people and it will be presented with a large audience present, then it is advisable that the length be between 10 - 20 minutes. If the intent is to document the entire history of your family you could create a project that would be similar to a feature length movie (up to 2 hours). A two-hour production could have as many as 1000 pictures! The first step is to set a rough idea of how many pictures you intend to have to achieve the correct length production. Each picture is generally on the screen for 6 seconds or 10 pictures a minute.

Photos/slides are the backbone of most collages. Other media such as video, film, audiotapes etc. are best used as accents to the main photo idea of a photo collage.

Organization

Once you have an idea of the total number of pictures you are going to need, then it is time to find them and get them organized. We suggest breaking the total number of pictures into more manageable units of time before you start your search. For instance, you may group them by decades, or specific events. Write these time units down and then determine approximately how many pictures would be appropriate for each unit of time. Here are two examples of possible organization methods.

Time Unit	# of Pictures
1940s	35
1950s	45
1960s	40
1970s	40
1980s	30
1990s	30
Current	15
Total	275

Time Unit	# of Pictures
Birth-10	25
10-college grad	25
Single years	15
Early married years	20
Kids growing up	60
Professional life	25
Grand kids	25
Total	195

Each unit of time should have at least 15 pictures. It is best if they have about 30-45. Most music is about 3-4 minutes long and we will be trying to fit these pictures to your musical selections later. Two time units can be set to 1 song, and large units can be broken up into 2 songs. If you can target 35-45 pictures per time unit, matching the music will be much easier. Label envelopes or boxes with the unit of time you are using on the outside so that as you run across pictures you can put them aside in the correct group.

Picture Selection

1. This transfer process does not enhance the existing picture, so make sure they are in focus, people's faces are not washed out, and the picture is in good condition. Ridges, water damage, etc. can be distracting to the overall picture and cannot be removed by Euphone'.
2. TV screens are wider than tall, so horizontal pictures fit naturally to the size of a television screen. Vertical pictures may have to be cropped or have black or white bars on each side to fill the screen. This is not bad, but too many of these vertical pictures are not visually appealing, especially if they are right after each other.
3. Pictures need to be removed from any type of frame. Euphone' does not accept pictures that are in glass frames.
4. If you have digital copies of your photos (Photo CD, digital camera, scanned images) you may provide them to Euphone' electronically or you can burn them to a CD along with your hard copy photos.
5. Euphone' can crop pictures to focus on one part of the picture. If you are requesting cropping, please note this on the instruction sheet under additional comments and place a post it note on the picture itself with specific instructions. We will do the best we can to have it appear in a presentable fashion, but cropping does limit our sizing flexibility.

6. Pay closest attention to the pictures you are selecting at the very beginning and ending of the project as well as the first picture within each time unit. These may well be on the screen the longest and you may want to add titling to them. In addition, we may be changing music to go with each time unit and it is a nice touch to have an impactful picture at the start of a new song.

Do not number the pictures until you have selected your music. There is a high probability that you may need to add or delete pictures during this process.

Music Guidelines

There are no rules for selecting great music. Some people choose music that matches the genre of the pictures; others try to match the theme of the pictures to the theme of the music and some just select music they like. Your music will be returned to you with your pictures.

Please make sure to include enough music for your entire collage. Remember there are approximately 6 pictures per minute. This is not an exact science - do the best you can. Please be aware that titling can add an additional 8-10 seconds per title page.

Common Music Selection Questions

What if the song I like is too long for the pictures I want to use?

1. We can extend the length of each picture up to 8 seconds each (generally better for slower type songs).
2. We can cut out part of the introduction if there is a long lead in, or fade the song out early.
3. You could select more pictures to add to this section. Please note in the comment field of the project planner if you feel strongly about either option 1 or 2. Otherwise, Euphone' will use our best judgment.

What if the song I want to use is too short for the pictures I have selected?

1. You can take some pictures out.
2. You could pick another song, so that there are two songs for this section.
3. Euphone' can reduce the time on each picture down to 4 ½ seconds each (best for fast songs).

You may need to modify your groupings at this point to start fitting the pictures to the music. You might find it helpful to place the song name on the box or envelope you are using to group the pictures.

Picture Numbering

Order all pictures in chronological order within each group. After all the individual groups are ordered, you are ready to number each picture starting with 1 and ending with the last number of the project. Each photo should have a unique number. Euphone' recommends that you write each number on a small sticker (such as Avery Label #05799 - Round Dots) then place the sticker on the bottom right corner of the picture. You can use a ballpoint pen or other smudge proof pen that is easy to read. Colored stickers are fine if your numbers are clear.

Keep in mind that you need to write hard enough to see the number, but pressing too hard may leave an impression that can be seen from the front of the photo.

Fill out Project Planner and Order Forms

Once you have labeled all the pictures and have selected your music, you will need to fill out the project planner and the actual order form. Please use supplemental planner and title sheets as necessary.

Please send the pictures securely in order, either in one or more envelopes or rubber banded. Also, enclose your project planner, order form and any music or other materials you may be sending.