





1065 West Queen Creek Road, Suite 1, Chandler, Arizona 85248  
480-726-8300 1-877-ave2dvd [info@ave2dvd.com](mailto:info@ave2dvd.com) [www.ave2dvd.com](http://www.ave2dvd.com)

## Photo Collage Prep Sheet

**ORGANIZE** your photos in the order you would like them to appear in the video. Generally, *chronological order* is the most popular and then grouped into different segments, e.g., birth to college years, marriage and family, friends, travel, etc.

**NUMBER** the back of each photo being careful not to damage or stain the photo. Please number with consecutive numbers throughout the entire project, not just within each segment of photos.

**MUSIC** should reflect the various moods and stages of life. Provide us with your music list (by title and artist) and where to place it within your video photo collage. Please provide one minute of music for every 10 images. Copyright laws require you to provide us with the music, or as an added service, we will purchase and download your music selections online for you! Most music stores carry selections by genre such as love songs, greatest hits of the 60's, etc. We also provide a song list selection list.

**DELIVER** your organized and numbered project to AVE where one of our friendly staff members will sit and help you design your project just the way you want it. Please allow 2 - 3 weeks for your project to be completed, possibly longer for larger projects. *Rush service is also available! Please note: we will not begin to work on your collage until you have provided us with ALL the components of your project. A service fee will apply for additions, deletions, and revisions to your project after the order has been placed.*

**PREVIEW** your video collage before it's due date to ensure it's exactly everything you envisioned it to be. When your Photo Video Collage is ready to preview we will contact you to set an appointment to come into the studio. This should be a few days prior to due date, to allow us enough time to make any necessary minor changes and burn it to DVD before you pick it up. *Please note that only minor changes may be made at this point.*

**TEST** your DVD well in advance on the DVD player that will be used at your event. Not all players are compatible with all DVD's. In the event your disc fails to play, please contact AVE as soon as possible.

# AVE Copyright Waiver Form

All copyrighted material must be accompanied by this waiver form. By signing below, I represent and warrant that:

- a) I have the right to permit Audio Video Editor (The Great Tree, LLC / ave2dvd) to perform the transfer services on the videotape, film, slides, photos, print content or audio content, I have submitted (“content”), as specified by my order, including the copying, duplicating and converting process,
  
- b) The content does not injure, infringe, or violate any patent, copyright, trade secret, trademark or other intellectual property right of any third party, or violate any obscenity law or other applicable law, rule or regulation in any jurisdiction in which the content may be viewed or retrieved,
  
- c) Audio Video Editor (The Great Tree, LLC / ave2dvd) provision of the processing and/or hosting of the content hereunder will not infringe upon or violate any patent, copyright, trade secret, trademark, or other intellectual property right of any third party, including but not limited to any and all performance license rights, mechanical license rights, synchronization license rights and the rights under the Digital Performance Right in Sound recordings Act of 1995, or violate any obscenity law or other applicable law , rule or regulation in any jurisdiction in which the content can be viewed or retrieved, and
  
- d) the content and Audio Video Editor (The Great Tree, LLC / ave2dvd) provision of the processing service on my behalf is not for any illegal, commercial, obscene, offensive or immoral purpose.

Customer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

From:

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Ship to:



1065 W. Queen Creek Rd.  
Suite 1  
Chandler, AZ 85248