

Video Editing Project Planner

Use supplemental sheets as necessary.

How to submit this form: Type directly in this form, save, and print - or - print the form and handwrite the information in the specified boxes.

Customer Name:	Phone Number:
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Instructions:

- **If submitting more than 1 video cassette**, clearly number each cassette.
- **Reset your counter** on your camcorder or VCR to Zero when determining the start and stop points on the video.
- **Some machines show** hours, minutes, seconds and frames and others show only hours, minutes and seconds. It is only necessary to write down the hour, minute and seconds on the project planner.
- **Time code Example:** 01:23:33:12 (one hour 23 minutes 33 seconds and 12 frames)
- **If these video segments are to be inserted** between photo or other materials in a collage, please write the necessary information in the comments field so that we place it correctly into the project.

This is an example of how the video planner should be filled out:

Clip #	Cass. #	Start Time Code	End Time Code	Video Clip Description	Use audio on tape? (Yes/No)	If using different audio, please describe what audio will be used.	Comments
1	Tape 2	10:32	10:55	grandparents w/ baby	No	Times of your life Paul Anka	Start at beginning and cut off as needed
2	Tape 3	5:45	6:32	babycrawling	No	Same	
3	Tape 4	32:58	45:08	babywalking	No	Same	Insert between pictures 145 and 146
4	Tape 7	34:12	36:32	Easter egg hunt	Yes		

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1							
2							
3							
4							
5							
6							
7							
8							

Titling

Customer Name:

Phone Number:

Define how the labels on the outside of the tape should read:

eg.) Happy 50th anniversary Mom & Dad June 25, 2002

Note: If you are filling out this form by hand, print your titles clearly and as large as possible, exactly as you would like the titles to read, including capitalization. First and last titles are positioned in the middle of the screen unless otherwise noted.

Free Titles

Additional Titles (fee applies)

Intro Title

On black background before first picture

Overlaid on top of first picture

Other instructions (colors, placement, etc.)

End Title

On black background after last picture

Overlaid on top of last picture

Other instructions (colors, placement, etc.)

Extra Title/Caption #1

Over Black after picture #

Overlaid on top of picture #

- Generally positioned at the bottom of the screen

Other instructions (colors, placement, etc.)

Extra Title/Caption #2

Over Black after picture #

Overlaid on top of picture #

- Generally positioned at the bottom of the screen

Other instructions (colors, placement, etc.)

Extra Title/Caption #3

Over Black after picture #

Overlaid on top of picture #

- Generally positioned at the bottom of the screen

Other instructions (colors, placement, etc.)

Extra Title/Caption #4

Over Black after picture #

Overlaid on top of picture #

- Generally positioned at the bottom of the screen

Other instructions (colors, placement, etc.)