

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 egghunt	Yes		

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1							
2							
3							
4							
5							
6							
7							
8							

T:41:						
Titling Customer Name:	Phor	Phone Number:				
Define how the labels on the outside of the t	rape should read: eg.) Happy 5	0th anniversary Mom & Dad June 25, 2002				
•	print your titles clearly and as large as possible e positioned in the middle of the screen unless					
Free Titles	Additional	Additional Titles (fee applies)				
Intro Title	Extra Title/Caption #1	Extra Title/Caption #3				
On black background before first picture	Over Black after picture #	Over Black after picture #				
Overlayed on top of first picture	Overlayed on top of picture # - Generally positioned at the bottom of the screen	Overlayed on top of picture # - Generally positioned at the bottom of the screen				
Other instructions (colors, placement, etc.)	Other instructions (colors, placement, etc.)	Other instructions (colors, placement, etc.)				
End Title	Extra Title/Caption #2	Extra Title/Caption #4				
On black background after last picture	Over Black after picture #	Over Black after picture #				
Overlayed on top of last picture	Overlayed on top of picture # - Generally positioned at the bottom of the screen	Overlayed on top of picture # - Generally positioned at the bottom of the screen				
Other instructions (colors, placement, etc.)	Other instructions (colors, placement, etc.)	Other instructions (colors, placement, etc.)				