

Album Design Layout Form V6 9/23/08

Please complete this form so we can start the process of designing your coffee table book. Below is an outline of the images most people put in their books. The quantities per section of your day may vary depending on how many pages or images are contracted. You may add additional images to your existing contracted coverage.

Step 1: Please review all the images on your CD. Using the form provided, list of all images you would like to use in your album.

Step 2: Fax: (908) 696-1300, mail: 3 Olcott Square, Bernardsville, NJ 07924 or email: production@stephentaylorphoto.com this form to our studio. Please keep a copy for yourself.

Step 3: Our designers will begin to design your story. We use your images and may add a few of our own for artistic purposes. In approximately 4 to 6 weeks we will email you a website link and a password so you can see a draft of your story. At that time, you will have 30 days to review design and request any changes.

Step 4: You may make as many corrections as you would like to the first draft. Under each album page there is a section to enter comments. Email your designer once the corrections have been made.

Step 5: We will repost the updated layout. At this point you will be asked to give final approval. Note: For any future changes there will be charge of \$10 per image changed.

Step 6: Within approximately 90 days of final approval your album will be ready.

Step 7: Additional prints and family albums: Please enter the image numbers on the family album form and any additional prints you would like. Additional prints may be ready sooner. Family albums are ready with your album

Step 8: Circle Album style: Modern Image Magazine Style or Traditional Matted

Circle Leather style: Grain included (no extra charge).

Circle Color: Black, Brown or Saddle

Circle Leather style: Milano or Napa (an additional \$35.00)

Circle Color: Hunter Green, Burgundy Wine, Royal Blue

Bride / Grooms Names:(imprinted on cover) First names only

Date of Event: _____

Imprint Color of Name/date: Gold, Silver, Black, Embossed

Color of gilding: Gold , Silver, Black, No Gilding

For Matted Style Albums: choose the color of matt around the pictures: Black, or Ivory.

Contact info, email: _____ **tel#** _____

Selecting images for your design layout

Adjustments and fixing images: In most cases, we can adjust color, bring images closer by cropping out backgrounds, make images B&W or Sepia at no additional charge. There are additional charges for retouching blemishes or changing backgrounds.

Number of images to select: Your contract states the style of book, number of pages and/or images you paid for. You're welcome to add pages or images for an additional fee. We highly suggest adding about 25 additional images over your coverage for us to substitute or use as needed only. Please call us for details.

Our suggestions for layouts

Opening page: The first page of your album sets the opening for the story of your wedding day told in pictures. We recommend that you choose a beautiful portrait of the bride and groom, but the choice is yours.

Dressing: Normally, this part of the book includes pictures of the preparations and last-minute behind the scenes activities; some of the most spontaneous and memorable moments of your wedding day.

Leaving home or hotel room: Use any images getting into limo or leaving your hotel room. This may not apply to every wedding.

Arrival at ceremony: Bride arriving and groom waiting.

Ceremony: Make sure you cover all the ceremonial customs, readings, rings, vows, unity candle, kiss, breaking the glass, wide shots, reaction of groom upon entrance, guests and parents, shots from back and sides, Close-ups and distant, etc

Recessional: Bride, Groom, Parents, Receiving lines

Formal Family Images: These are the portraits of Bride and her parents & family, Groom's family, and Bride and Groom alone and together.

Reception: Room detail shots, Walk-ins, First dance, Toast, Fun dancing, Favorite people, Cake and cutting, Garter/Bouquet. Don't forget reactions of guest and parents during the above or special friends and family.

Closing shot: Find an image that you want to end your story. It can be a portrait or just a fun shot.

When listing proof numbers, please use the last 4 numeric digits. Our designer will make suggestions for black and white. If you know which images you want black & white or brown tone sepia then enter the number with a suffix of BW or Sepia (example 4516BW or 4516Sepia). If you want to suggest background images for Modern image magazine style then use the suffix BG, (example 4516BG).

For Modern Image Style: If you're contracted for a 9x12 album you may upgrade to a 10x15 for \$200.00. A benefit of this is that you can fit more images on each page. If your contract is by the page, additional images to a modern image book are \$75.00 per page. If the contract quotes by image, additional images are \$25 per image.

A (20) page 9x12 fits about 40 images. A (20) page 10x15 fits about 60 images.
A (30) page 9x12 fits about 60 images. A (30) page 10x15 fits about 80 images.
A (36) page 9x12 fits about 72 images. A (36) page 10x15 fits about 105 images.
You can put more images in your album but the pictures will appear real small.

For Matted Album: Check your contract. **We highly suggest selecting about 15-25 images above your contract. We will only use these if needed as substitutes, etc. The cost will be \$25 per image upon your approval of additional images**

Opening image	Enter number:
Dressing	Enter number:
Leaving House / hotel	Enter number:

Arrival at Ceremony	Enter number:
Processional	Enter number:
Recessional	Enter number:
Exit to limo	Enter number:
Bride and Groom	Enter number:
Brides family	Enter number:
Grooms family	Enter number:
Bridal party	Enter number:
Reception walk-ins	Enter number:

First dance	Enter number:
Parent dances	Enter number:
Toast	Enter number:
Dancing	Enter number:
People at wedding	Enter number:
Closing image – last page image	Enter number:
Background or Scene setters, room Shoots, details of gown, locations, closer image	Enter number: