

Hello There!



Welcome! First, I want to thank you for getting here. You have taken the first step to preserving your family's history. Their story, dreams, accomplishments, advice...for future generations. Let me reassure you that this will be a smooth, enjoyable experience. I will be with you every step of the way to ensure your family is comfortable and that you receive a film that is beyond your greatest expectations. There are no scripts. you are perfect the way you are. the way your life has taken you. Finally, thank you for contacting me. I consider it a privilege to be a part of your family for this special moment in time.

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Submit request or questionnaire through website. I will contact you to schedule a consult call.

Time for you to collect photos, videos & memorabilia (if using). Send any digital files least 1 week before filming. Review prep tips.

Sneak preview via a private link - submit any edits. 2nd payment due before final film is released.

FILMING DAY

Phone consultation to discuss your expectations and schedule film date (allow for at least 2 weeks out, depending on time of the year.) 1st payment due to reserve date.

Allow 4 weeks for editing.

Enjoy your film! You will receive the film via a private link that you will be able to download the video. USBs will be extra. And please share feedback!

You may include family photos, video clips and memorabilia into the final film. Gathering these can be a true labor of love. Here are some tips for finding, choosing and preparing these materials.

- ☀ Stick to photos and items that pertain to the theme.
Include: photos that illustrate a significant memory and can help with storytelling. They should be album worthy; clear and good condition.
Avoid: blurry photos - while I provide photo touch-ups, there isn't much I can do with blurry photos.
- ☀ Printed photos should be scanned. I offer scanning & touch-up services for an additional fee.
- ☀ Organize and save digital files on a flash drive or copy them into a private Dropbox folder I will send to you. I can also take photos on filming day of memorabilia.
- ☀ Any video clips must be digitized prior to sending to me. Places that offer these services: Walgreens, Memories Renewed, Lotus Media & Costco.
- ☀ Some examples; birth & marriage certificates, military items, awards, newspaper clippings, food, pictures....



Y O U R S E L F

Dress comfortably! You do not want to be distracted by uncomfortable and ill-fitting clothes!

Here are some tips when deciding what to wear:

Stain free

No neon.

No small stripes or patterns. They will be 'buzzing' on the screen!

No need to dress up.

We are only worried about the waist up, so go ahead and put on the comfy socks or slippers!

No characters or brands - they date films.

No identical outfits or too much denim. Feel free to mix and match if more than 1 person will be on camera.

Hair should look neat.

Remember, clothes will be the last thing you will notice - it will be the voices, emotions, personalities that will keep the viewers attention.



B E

R S

E L

F

Location, location, location! When filming documentaries (interviews), it's important that the interviewee is comfortable and familiar with the space. Usually this is in their own home. But locations can be other places of significance (so long as it's filming friendly!) Here are some tips to keep in mind when choosing a location:

Natural light is best. Pick a room with a nearby window - ideally. Open the curtains and blinds! Turn off nearby lights, if possible..(LED lights do not record well).

Your home is not a stage! Don't worry about cleaning up too much. Leave it the way you live in it. Turns out better with some character in your home! You won't see dirt or dust on the screen. You may want to declutter a bit and remove anything you do not want to see in the film - especially things with brands on them (dates the film.)



HOME

TAKE A DEEP BREATH! ENJOY THIS EXPERIENCE. YOU MAY BE FEELING NERVOUS TODAY...IT'S NATURAL. I KNOW IT'S HARD TO RELAX IN FRONT OF THE CAMERA. YOU WILL BE TALKING TO ME, NOT DIRECTLY AT THE CAMERA. THESE INTERVIEWS ARE LOW KEY. THERE IS NO PRESSURE TO GET EVERYTHING RIGHT. REMEMBER - WE CAN HAVE RETAKES AND THERE IS ALWAYS EDITING!

THESE INTERVIEWS TYPICALLY LAST 3 HOURS. THIS INCLUDES THE TIME BEFORE FILMING WHEN I SET UP EQUIPMENT AND TAKE SOME TIME TO GET TO KNOW YOU BETTER AND GO OVER WHAT WE WILL BE DISCUSSING. THIS IS THE TIME TO TELL ME ANYTHING THAT IS ON YOUR MIND - WHAT YOU ARE NERVOUS ABOUT, WHAT YOU WANT TO MAKE SURE WE COVER IN THE INTERVIEW AND ANYTHING THAT WOULD BE TABOO TERRITORY!

POUR YOURSELF A GLASS OF WATER TO HAVE NEARBY.
SIT BACK, RELAX AND ENJOY THE CONVERSATION ABOUT YOUR LIFE.
NO PLACE FOR MODESTY NOW!



F A Q

How will the questions be chosen?

I HAVE PRESELECTED QUESTIONS BASED UPON THE INTERVIEWEE AND THE THEME. YOU ARE WELCOME TO PROVIDE SPECIFIC QUESTIONS OR ASK TO SEE THE QUESTIONS PRIOR TO FILMING IN ORDER TO PREPARE!

Will we get to make changes before the final video?

YOU WILL BE ABLE TO PREVIEW THE VIDEO BEFORE FINALIZING. I WILL SEND YOU A PRIVATE LINK TO VIEW THE VIDEO. YOU MAY SEND CHANGES TO ME WITHIN AN ALOTTED TIMEFRAME. ONE ROUND OF EDITS IS INCLUDED. ANY FURTHER EDITS WILL BE CHARGED AN HOURLY RATE.

What if I forgot something on filming day?

IF YOU FOUND PHOTOS OR OTHER DIGITAL FILES YOU WOULD LIKE TO INCLUDE, YOU CAN SEND THEM TO ME – IF I’M NOT TO FAR INTO EDITING. UNFORTUNATELY, WE CANNOT RE-FILM ANYTHING AFTER THAT DAY. THERE ARE JUST TOO MANY VARIABLES AFFECTING THE INTEGRITY OF THE FINAL VIDEO – AND IT WOULD COST MORE!

What if I want it to be a surprise?

I WILL WORK WITH YOU IN KEEPING IT A SURPRISE FOR THE VIDEO RECIPIENT. IF THE SURPRISE IS FOR THE INTERVIEWEE, WE WILL NEED TO GIVE THEM SOME TIME TO PREPARE! I CAN CREATE A PERSONALIZED GIFT CARD FOR YOU TO GIVE TO THEM!

What if I have a question?

YOU CAN SEND ME AN EMAIL AT: CINDY.OWENS@VIAMUSEMARKETING.COM
OR CALL/TEXT ME AT 412-335-0333