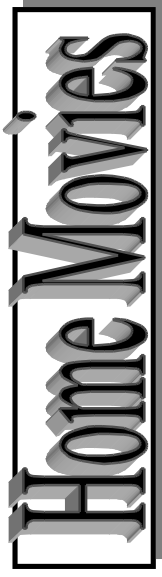


FYI

Movie Transfer Checklist



REEL SIZES

- 3" = 50ft.
- 5" = 200ft.
- 6" = 300ft.
- 7" = 400ft.

RUN TIME: (16mm Film half the time)

- 8mm Film
- 50ft. = 3 mins.
- 200ft. = 12 mins.
- 300ft. = 18 mins.
- 400ft. = 24 mins.

QUALITY: Surprisingly most films still look very good. If the film is still flexible it will probably play fine. We have run many films from the 40s and some as old as 1918!


1. ___ Are all reels numbered in the order you want them to appear?
2. ___ Have you decided if you would like our easy listening music in the background?
3. ___ If you do not want our easy listening music in the background but you would like to choose your own .
4. ___ If you have footage that you do not want to appear in the transfer; have you listed all in and out points clearly on a sheet of paper?
5. ___ Have you added up all your footage to give yourself a basic idea of the cost?

6. ___ Come in and drop off your Films

or

Ship them To:
Spotlight Video
79 Main St.

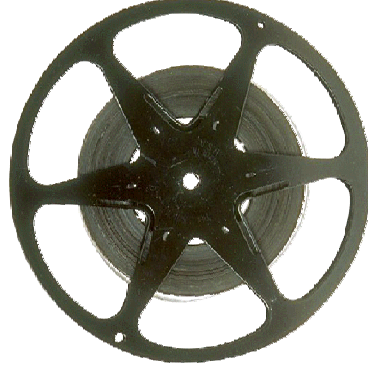
Hooksett, NH 03106



STEP BY STEP GUIDE

79 Main St.
Hooksett, NH 03106
(603) 485-7111
Info@videonh.com

SPOTLIGHT VIDEO



I have prepared this guide to help you to create your video. Please read the entire guide and use the checklist on the back. If you have any questions

please call:

603-485-7111

info@videonh.com

Step 1. The Plan

- * We can transfer 8mm, Super 8mm, Super 8mm sound, 16mm & 16mm sound movies to video.
- * The First thing when it comes to home movies is getting them into the order you want them to appear on your video. Some reels are marked with titles, if not you may need to view them.
- * Spotlight Video has rental projectors available for all formats that we transfer and they are available to rent for \$25.00.
- * When using the projector, all you need is a flat white surface to project the image upon, ex: wall, sheet, blanket, etc.
- * The Rental projector is a one-time fee and can be kept for up to 3 days.
- * My projectors are very easy to use, I'd be glad to show you how they work.



Step 2. Sorting Your Reels

- * If using the rental projector the best thing to do is to jot down key information as you watch the reels, so later you can distinguish the order.
- * Most people put their reels in chronological order as stated before but if you would like them to appear in any other order that is ok.
- When the reels are in the proper order they need to be numbered.

Step 3. Transferring Your Reels

- All jobs are done in the studio; nothing is sent out. Your movies are transferred by a trained technician who monitors the film and is constantly adjusting the film for brightness. We will automatically remove all areas of film that facial features cannot be distinguished. If there are breaks in the film we will splice together the broken film so everything runs smoothly.
- If you like background music it can be added. You may choose our easy listening, instrumental, orchestra sound track. Or you may provide a CD of your own music.
- If there are general parts you would like left out just let us know and we will take care of it at no extra cost.
- Your movies are archived on digital tape here at Spotlight Video indefinitely. We can make additional copies for you any time. We are also glad to replace any VHS or DVD that fail at no charge.

Step 4. Format VHS or DVD

- You can choose to have your movies on VHS or DVD or both. One of either is included in the price.
- The standard DVD, which is included, is divided into 5 Min. Chapters. This means you can jump to any of these points. An index card is also included to write down the subject of each chapter.

The Extra Step (If you choose)

- You may choose to have a Menu DVD. The DVD menu has the title of each reel on it. You may select any title and jump right to it.

