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## CLIENT ORGANIZATION OF PHOTOS FOR PROJECT

### STEP ONE: ORGANIZE

Gather everything in one place from old albums, loose pictures, or photos in processing envelopes. Don't forget any memorabilia (letters, report cards, artwork, ticket stubs, certificates, programs, brochures, flyers, etc.). It wouldn't be a bad time to also sort your negatives at the same time.

### STEP TWO: ALBUM PROJECT

Decide what kind of project you wish to complete. You have many choices: Family, Children (one per child), Anniversary, Wedding, Christmas, Vacation, Graduation, Senior Year, Retirement, Family Heritage, Grandchildren, Sports, Hobby, Bar/Bat Mitzvahs, Commemorative, Business, are just a few ideas to get you started.

### STEP THREE: PHOTO ORGANIZATION

Sort your photos into groups – one pile for each album project. Don't worry about the order, at this point.

Start sorting your pictures, for current album project, into chronological order (or theme order if doing an album that is of the type similar to a "Toddler to Teen" theme).

Remember to select a representation of photos...not every photo! Eliminate duplicates, blurry, and bad photos.

Once in order, place photos by year into hanging folders, manila envelopes, or photo storage boxes to aid in further sorting.

Subdivide photos using envelopes or, apply post-it notes to the back of photos and have them sticking up, into groups based on event, subject, or time. Note title on envelope or post-it. Arrange packets in the order you want the photos to appear in your album.

### STEP FOUR: LET THE CONSULTANT TAKE IT FROM HERE!

Your consultant will determine page layout, averaging 3-6 photos per 12x12 page, depending upon how much cropping is needed. Decoration will be added. You will be presented with pages to complete the journaling. After the consultant collects all pages back, the album will be assembled and you will enjoy a safe keepsake scrapbook album designed to last for generations!