

Family Legacy Productions' Photo Checklist



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- 1.** Label all photos neatly with a Post-It note. DO NOT write directly on the backs of photos as this can bleed through and ruin photos. Include the names of person in the photo, location, date, occasion, and any other relevant information. If there are several persons in a photo it helps us if you identify the list “from left to right” or “front row,” “back row,” etc., so we can correctly identify each person.
- 2.** When gathering photos, think chronologically. Start with the central figure’s birth and move forward in time. Try to include photos from all of the different ages and phases of life—school photos, sports, graduations, religious celebrations, ceremonies, etc.
- 3.** If you are dealing with fragile photos or albums, please DO NOT attempt to remove photos in order to label them or give them to us. In these cases, we will borrow the whole album and scan the photos on the album pages.
- 4.** When in doubt as whether to include a photo or not, please include it. We will edit it out later if it is not needed. However, if there is any photo that you believe **MUST** be included, please mark it with an asterisk or let us know with a note.