

A Virtual Tour is a short video with images and audio that gives planners a quick tour of your venue.

### **Gathering Your Images**

Images need to be high resolution photos.

Number each image with the order in which you want it to appear.

Place your numbered images into a folder and send it to [todd@uniquevenues.com](mailto:todd@uniquevenues.com) or send a link to a photo sharing site such as Dropbox.. We'll take it from there.

### **Your virtual tour will be assembled with the following components:**

- A professional voice narration via a script written by Selena Fragassi ([selena@uniquevenues.com](mailto:selena@uniquevenues.com))
- Various photos of your venue in hi-res format (20 - 30 photos)
- Royalty-free background music supplied by Unique Venues.

Selena will contact you to arrange for an interview time. Your virtual tour script will then be written and will be about 90 seconds in length. You are welcome to supply photos around the time of your interview or send them to [todd@uniquevenues.com](mailto:todd@uniquevenues.com).

After the tour is assembled, you will have an opportunity to view it before it is published to YouTube and your profile. At that time you can suggest edits that need to be made and we will make those edits and supply you with a new link to review the tour. Once published, your tour will appear on your profile and anywhere else you choose to use it.

### **Going live with your Virtual Tour**

When your tour has been completed, we'll send it to you to review. Once approved by you, we will provide you with the link to place it your website.

If you need any assistance as you develop the materials for your Virtual Tour, please email Todd.

Todd Wonders  
866-266-6857  
[todd@uniquevenues.com](mailto:todd@uniquevenues.com)

Unique Venues  
239 Main Street, Suite 100,  
Johnstown, PA 15901

866-266-6857  
[uniquevenues.com](http://uniquevenues.com)  
[todd@uniquevenues.com](mailto:todd@uniquevenues.com)