

Instructions for Memory Project

Introducing the Project

- First, please know that you are welcome to call or email **Ben Schumaker**, the project director, at any time for any reason: **608-467-5706** or **ben@memoryproject.org**
- Video clips for introducing the project to students are at **www.memoryproject.org/videos**
- If you plan to tell your local news, here is a press release: **www.memoryproject.org/press.doc**
- If you'd like reflection questions for your students: **www.memoryproject.org/reflection.doc**

Creating the Portraits

- The kids in this program have very little storage space. Therefore, the maximum size of each portrait should be **9x12"** (small enough to fit inside the protective plastic sleeves we mail to you).
- Any medium is welcome (drawings, paintings, computer art, in color, in B&W, etc) as long as the portraits are **done on paper, canvas paper, or loose/cut canvas**. They must be light enough for kids to hang with a simple piece of tape. **Please avoid canvas boards**, as they are too heavy.
- Artists are welcome to make adjustments such as turning up the corners of a frown, opening eyes that are closed, adding creative backgrounds, or anything else to improve the final portrait.

The Backs of the Portraits

- We mail you 4x6" prints of the kids' photos that are labeled with their names and ID codes. These photos are meant to be taped on back of the finished portraits to help us identify them. **Artists are encouraged** to tape photos of themselves on back too, as the kids **love** to see them!
- However, it is requested that artists do not write messages to the kids **that request responses** from them. The organizations we work with also ask that artists **do not** give their mail or email addresses because they do not want their kids having unsupervised communication. If you'd like to understand why, please see: www.memoryproject.org/writing

Mailing the Portraits

- The due date for your portraits is provided in the information we send along with your photos. We will remind you about the due date beforehand, and we'll also provide specific instructions for how to mail the portraits to us (it's a pretty simple and straightforward process).
- We will then deliver the portraits to the kids and email you photos of the kids holding them! Of course, there are always some kids who are absent for various reasons, so we usually can't get photos of **every** single child receiving **every** single portrait, but we are usually able to get photos of **most kids** holding the portraits. For absent kids, we leave their portraits with their caretakers for them to receive at a later date.

Thank you for being part of the Memory Project! (www.memoryproject.org)