

Instructions for Memory Project

Introducing the Project

- First, please know that you are totally welcome to call or email **Ben Schumaker**, the project director, at any time for any reason at any point in this process: **608-467-5706** or **ben@memoryproject.org**
- Video clips for introducing the project to students are at **www.memoryproject.org/videos** (also, if you like, a press release for your newspaper can be found at www.memoryproject.org/pressrelease.doc)
- If you'd like to give your students some reflection questions, please see the opposite side of this page.

Creating the Portraits

- The kids in this program usually 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 finished portrait is **thin enough to easily bend (no boards, please)**.
- Artists are welcome to make adjustments such as turning up the corners of a frown, opening eyes that are partially closed, adding creative backgrounds, or anything else that will 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 **highly encouraged** to tape photos of themselves on back too, because the kids **really** like to see them!
- However, it is requested that artists do not write messages to the kids **that request responses** from them. If you'd like to understand why, please see: www.memoryproject.org/writing
- 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.

Mailing the Portraits

- The due date for your portraits is provided in the information we send along with your photos. We will email you before the due date to remind you it's approaching, 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)

