

As an individual, you will **contribute** 6 items. As a group or an individual, you will **create** 1 exhibit.

Contribution Checklist:

- Two items you contribute must include oral histories (audio or video).
 - Each must be at least 5-10 minutes.
 - Each one must include a proofread/edited transcript (I recommend using [Otter.ai](https://otter.ai) to produce a transcript draft that then you can edit).
 - **You can record these with zoom or if you're in the same place as your interviewee, you can record this as an audio or video file with your phone.**
 - Please also have your interviewee fill out this [consent form](#).

- At least **two** items you contribute must provide *your* perspective
- At least **one** item (in addition to your two oral histories) that you contribute must provide the perspective of others.
- All items must include thorough, careful metadata as best as you can provide.
- You may include most any type of artifact that reflects upon what life is like for students, staff, faculty or other members of the St. Mary's community during 2020. Remember that this is broadly defined — this can also include things like your family life, work, or non-school specific ideas.

Exhibit:

You will then (as an individual or a group) curate an exhibit with a selection of the items you added. You might think ahead of time to ensure that you have enough items that fit together.

Form:

List the titles of your 6 items here. *Italicize the titles of the items that provide other perspectives.* Underline the titles of the (at least 2) those that provide your perspective. **Bold the 2 oral histories.** Some items may have more than one type of formatting.

Item #1:

Item #2:

Item #3:

Item #4:

Item #5:

Item #6:

Important Notes

Make sure to remove or black out personal information like email addresses that you might not widely available on the internet. If you'd like to include an email, you might take a screenshot of the email instead of saving it as a PDF where your email address is exposed.

Tips:

- **Tags:** don't actually have to be one word, lowercase unless proper nouns, only use a hashtag if it's a common hashtag
- **Type of Item:** should just be a single word or phrase (e.g. still image or photograph, oral history, screenshot). Further description can go in the description area.
- **Description:** Don't be afraid to make this personal - explain why this is important to you. Describe the item but tell your story too! What's the significance of this? Make sure to give background context - how did things used to be?
- **Creator:** Don't use titles - just use the name when possible