

The Memory Project

a portrait of kindness

INSTRUCTIONS (2010-11)

Introducing the Project

- Video clips for introducing the project are at www.thememoryproject.org/view
- A press release for your newspaper is at www.thememoryproject.org/pressrelease.doc
- Your artists may like to know that many of these youths aren't "orphans" in the sense that both of their parents are deceased, but rather they are living in orphanages because of the same reasons that put kids in the USA in foster care (including abandonment, abuse, and neglect).

Creating the Portraits

- Kids at orphanages have very little storage space. Therefore, the maximum size of each portrait should be 9x12" (small enough to fit inside the plastic sleeves we mail to you).
- Any medium is welcome as long as the finished portrait is thin enough to bend (paper or loose canvas). Please avoid anything that does not bend (any type of board).
- Artists are welcome to make adjustments to the portraits, such as turning up the corners of a frown, opening eyes that are partially closed, or appropriately changing hairstyles (for example, if a girl's hair is pulled back in a ponytail that is not visible in the photo, the artist can create the portrait with the hair falling down around her shoulders to make it more visible). Artists are also welcome to add creative backgrounds.

The Backs of the Portraits

- We mail you 4x6" prints of the kids' photographs that are pre-labeled with their names and ID codes. Please make sure that your artists tape these photographs to the backs of the portraits (otherwise we may not be able to identify the kids)!
- Artists are welcome to tape photos of themselves on back and sign their name.
- However, the orphanages ask that artists do not write messages to the kids **that request responses from them**. To understand why, please see: www.thememoryproject.org/writing
- The orphanages also ask that artists **do not** write their mailing or email addresses because they do not want their kids having unsupervised communication. As you can tell, there is a lot of

sensitivity in working with orphanages!

Mailing the Portraits

- The due date for your portraits is provided in the information we emailed and mailed to you along with your pictures. Please send the portraits to this address by that date:
The Memory Project, PO Box 369, Sun Prairie, WI 53590
- Please make sure that each portrait is put inside one of the plastic sleeves we mailed to you.
- You are welcome to send the portraits via any delivery service you like. However, we recommend the US Post Office's "Priority Mail" service. Priority Mail is reasonably priced, arrives in about 3 days, and you can request a tracking number. If you bring all of your portraits to the post office, you can put them in a free Priority Mail envelope or box.

What Happens Next?

- We will deliver the portraits to the kids and then email you photos of the kids holding them! However, please let your artists know that it is not uncommon for kids to leave orphanages, and therefore we **cannot guarantee** that all artists will receive photos showing the children receiving the portraits. There is also a very small possibility that you won't receive any delivery photos at all, although (excluding those very rare cases) we are usually able to get delivery photos of most portraits in the hands of the kids.

For Questions or Comments

- Please feel free to call or email Ben Schumaker, the project director, at any time for any reason:

Ben Schumaker
608-467-5706
ben@themoryproject.org

Thank you for being part of this project!