

ORGANIZING A LEGACY PROJECT



The first step in making history, and that is what you are doing, is to assess what you have in your possession at this instant that pertains to your project. It is a good idea to create a list for each group of photos, letters, or other items (audio tapes or memorabilia) within each of the main types of materials.

DECIDE ON THE PROJECT GOAL

ORGANIZE

PRESERVE

CURATE

Once you know the material, it is time to determine whether you just want to **ORGANIZE** or collect the materials into like groups and store them for easy and logical retrieval. This might be as simple as putting like things together in a box, such as "Photos from Grandpa Stillman Snufflethorpe's Estate" or as detailed as "Aunt Edith Snufflethorpe's letters to Stillman from WWII between June 1943 and December 1944." The project goal could be to **PRESERVE** items by carefully cleaning doilies and storing them, or by putting photos in acid free sleeves and storage boxes. Or you may decide that you need to **CURATE** the collection annotate items so others will know what is what, or that you will create a set of stories to go with photographs.

WHAT YOU NEED TO DO THE PROJECT

TIME

SPACE

TECH

There are several elements of a successful legacy project beyond the actual information or items in the project collection. **TIME** is critical. Schedule a block or two of time each week when you will work on it. A **SPACE** to work where you can lay out items, write, and keep the necessary equipment accessible is required. A dedicated space is preferred. Identify and gather the needed **TECH** or equipment needed for each stage of the project and whether you own it, will need to rent or borrow it, or purchase it.

AND DON'T FORGET

ASSISTANTS

AFFIRMATION

SHARING

Identify and enlist help from others, everyone needs an **ASSISTANT**, whether it is a "legacy makers group" or an interested cousin, allow others to help you find, create, or proof materials. Regularly tell yourself why what you do is important, such **AFFIRMATIONS** keep you on track. Do not allow others to dissuade or detract. When you are done, or have reached a milestone, announce and **SHARE** what you have done and distribute it to appropriate people.

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