



MEMORY PROJECT INSTRUCTIONS

- **INTRODUCTION.** A video clip for introducing the project to art students is at memoryproject.org/intro
- **SIZE.** The children in this program have very little storage space. Therefore, the **maximum size** of each portrait should be **9x12"** (small enough to fit inside the plastic sleeves we provide).
- **MEDIA.** Any medium is welcome - drawings, paintings, computer art, color, monochrome, black & white, etc. However, you may want to avoid pastels that are vulnerable to smearing.
- **SURFACE.** Portraits must be done on paper, canvas paper, or stretched canvas (which you can cut so that the canvas itself fits inside the 9x12" plastic sleeves we provide). The portraits must be light enough for kids to hang with a piece of tape. **Please avoid canvas boards**, as they are too heavy.
- **ARTISTIC LICENSE.** Artists are welcome to add creative backgrounds, change the color of a shirt, smooth out hair, and make other artistic enhancements. However, be sure to think first and foremost about **what would be most flattering for the child**, rather than what would make for interesting art.

➔ **RESEMBLANCE.** What kids love the most is seeing their true resemblance in the portraits, and that requires getting their facial dimensions right. Therefore, please invite your students to poke holes in the printed photos we have provided, and to make pencil marks through those holes to plot reference points for the facial features (top of forehead, bottom of chin, tip of nose, corners of eyes, mouth, etc). **This is a very easy way to ensure that the child will truly feel connected to the portrait.**

- **PERSONALIZING YOUR VIDEO.** Please take some photos of your students at work, or a group photo, or a photo of the finished portraits, and email those photos to portraits@memoryproject.org. We will then include those images in your copy of the video that we will create when we deliver the portraits, to make the video more personal for your group (we will email you to remind you of this step).
- **PRIVACY.** Please make sure that students do not put any of their contact information on the backs of the portraits, as the charities we work with do not want there to be unsupervised communication with the children. To know why, please see: memoryproject.org/writtenmessages
- **MAILING THEM TO US.** Please make sure that all of the finished portraits are sealed inside the plastic sleeves that we provide, along with the white sheets of paper that come inside the plastic sleeves. **We highly encourage** all participants to attach photos of themselves, since the kids always love to see them! Then, just mail us the portraits by the due date, and we will let you know when we receive them.
- **ACKNOWLEDGMENT.** We would be happy to mail a letter to your administrators to let them know about your students' involvement, and to invite them to watch the delivery video. Feel free to let us know if that sounds appealing. Also, if you'd like to get a little extra publicity for your art program, please feel welcome to contact your local news sources.
- **THANK YOU.** For everything you're doing to make this happen!