

## Guidelines and Tips for the State Memory Book

The State Memory Book is a digital record that goes to the TRTA State President. It is compiled by the State Historian and is composed of pages contributed by local chapter historians from around the state. It is shown at the TRTA State Convention to members during the House of Delegates and on a digital frame at the Historian exhibit.

### How to Prepare your Slides:

- Contribute to the State Memory Book for TRTA Convention in even-numbered years
- Create two PowerPoint slides, google slides, saved or scanned pages in jpeg format, or if necessary, print paper pages.
  - District and Local Chapters:
    - Two (2) slides
    - Horizontal format 16:9
    - Use 22pt or larger font on slide, Title 28pt or larger if possible
    - With or without a background design
  - 1) One of officers and chairs groups or single shots
    - a) No names or positions
    - b) Title with Local Chapter name
    - c) Optional District and year(s)
  - 2) One of events from last year and this year (No children's faces)
    - a) One or two-word descriptions
    - b) Title with Local Chapter name
    - c) Optional District and year(s)
- LOCAL HISTORIAN deadline for submission to DISTRICT HISTORIAN is December 15<sup>th</sup> of a year we have convention
- DISTRICT HISTORIANS send/share slides with STATE HISTORIAN by January 15<sup>th</sup> of a year we have convention
- If you must submit a printed page, do not send a large scrapbook page
- Glue pictures and captions on an 8 ½ X 11 card stock, using landscape (horizontal) layout, caption font size 22 or higher and title of local chapter on both pages 28 or higher.
- Mail pages in a 9" X 12" envelope to your DISTRICT HISTORIAN with "DO NOT BEND" NOTED
- Printed pages will be included in the State Memory Book Slideshow as submitted (no edits are possible)
- Printed pages should be scanned and/or photographed by the DISTRICT HISTORIAN and submitted electronically to the STATE HISTORIAN

## State Memory Book for TRTA Convention Slides #2

Send the following types of pictures from your local chapter if you have any that were not already included in the slides you already sent in.

- Pictures of members showing they voted. (I voted sticker)
- Pictures of members working the polls.
- One picture of members as a group at the Day at the Capitol.
- Pictures of members meeting with Legislators.
- Pictures of members delivering/reading books for the Children's Book Project. (NO children's faces allowed)
- Pictures of members doing volunteer work for a non-TRTA organization. Please name the organization(s) in your email.

Participation is voluntary. Please send the pictures, full size, directly to State Historian.

The **email subject** should be 'District (put number) then your local chapter name'.

Please send by January 31.