**FOR PROJECT TEAM USE ONLY**

|  |  |
| --- | --- |
| **Information Station**  Form reviewed for completeness and legibility: \_\_\_\_\_\_\_\_\_\_\_ | **Copying Station**  Scanned (600 dpi): \_\_\_\_\_  Emailed: \_\_\_\_\_  Copied from device: \_\_\_\_\_ |

**ITEM ID NUMBER**: \_\_\_\_\_\_\_\_\_–\_\_\_\_\_\_\_\_\_–\_\_\_\_\_\_\_\_\_

**CONTRIBUTOR NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Give this item a **TITLE** |  | |
| Who **CREATED** this item or photograph? If you took the photograph, enter your name. |  | *I don’t know* |
| Is there any **LOCATION** information about this item that you would like to share?  *For example, if it’s a photograph,* ***WHERE*** *was the photograph taken?* | Neighborhood**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Town/City**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Country**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other Location Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *I don’t know* |
| **WHEN** was this item created or when was this photograph taken? | Year**:** \_\_\_ \_\_\_ \_\_\_ \_\_\_ Month**:** \_\_\_ \_\_\_ Day**:** \_\_\_ \_\_\_  Approximate date (if exact date unknown): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | *I don’t know* |
| If this is a photograph, name the **PEOPLE** in the photograph.  *List names from* ***back to front, left to right****. Please use complete names.* | |  |  | | --- | --- | | 1. | 5. | | 2. | 6. | | 3. | 7. | | 4. | 8 |   *Use the back of this form if you need more room.* | *N/A*  *I don’t know* |
| Please **DESCRIBE** this item or photograph and let us know why it is important to you.  *Use the back of this form if you need more room.* |  | |