

**Step 1:** Ask the Contributor to email each photograph or Item as an attachment in separate emails.

**Step 2:** Contributors should send their digital Items to a central Event Email Address, which has been identified by the Digital Preservation Specialist (in consultation with the Collection Coordinator). The Event Email Address for this event is [\[insert email address for your participatory archiving event\]](#).

**Step 3:** In the subject line of the email, the Contributor should enter the **Item ID Number** from the corresponding **Descriptive Information Form** (e.g. 75-97-2).

- If there are multiple pages of an Item, email pages separately and change the subject line for each page to include a letter after the **Item ID Number**. (e.g. 75-97-2a, 75-97-2b, 75-97-2c, etc.)

**Step 4:** The Contributor should attach their Item(s) as full-size/original-size attachments.

**Step 5:** If possible, a Reviewer should check the identified Event Email Address account during the event to verify that the Items were successfully emailed.

**Step 6:** After the Contributor has emailed each Item, the Item Copier should note that the Item was emailed in the “For Project Team Use Only” section of the **Descriptive Information Form**.

**Step 7:** At this point, the Item Copier should store the completed **Descriptive Information Form** in the provided document envelope.