

Fill out this **Submission Information Form** for EACH file you submit to the Queens Memory Project for consideration in the QMP archives held at the Archives at Queens Library. Files without complete information will NOT be eligible for preservation.



# Queens Memory Project Submission Information Form



## Appendix B

### Wild Sound recorded at an event or place in Flushing:

Date recorded: \_\_\_\_\_

Location of recording (specific address if possible):  
\_\_\_\_\_

Name of recordist: \_\_\_\_\_

Name of event taking place in recording: \_\_\_\_\_

People associated with recording: \_\_\_\_\_

Organizations associated with recording: \_\_\_\_\_

Make and model of recorder used: \_\_\_\_\_

Additional Notes: **any or all** of the following information:

- Context for this recording (made for QMP, a class, personal project, etc)
- Relationship between recordist and the event taking place in the recording
- Visual description of events in the recording

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Burn your photo and/or audio files to a blank CD along with (1) this completed form, (2) a Contributor Agreement and (3) a Donor Consent form from your interviewee (if applicable) and mail to:

Queens Library, Library Services Dept., Attn: Natalie Milbrodt, 89-11 Merrick Blvd., Jamaica, NY 11432

**For More Information, Contact:** Director, Natalie Milbrodt ([Natalie.Milbrodt@queenslibrary.org](mailto:Natalie.Milbrodt@queenslibrary.org))