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)