Checklist for Preparing Tacoma Community History Project for Deposit into the Library

☐ Release forms signed and included with project:
  ☐ Interviewee Release Form (for all interview subjects)
  ☐ Project Release Form (signed by yourself)

☐ Abstract for project written and included in Table of Contents. The abstract is a brief synopsis that will aid people in finding your project. Please briefly summarize the subject of your project (in 250 words or less). Use neutral language. Make sure to name the individuals interviewed and their significance.

☐ All documents follow formatting guidelines as laid out in the document templates, these should include:
  ☐ Table of Contents
  ☐ Research Essay
  ☐ Interview Transcripts
  ☐ Bibliography

☐ All documents placed in 3-ring binder with clearly labeled dividers between each section.

☐ Copies of all documents saved in Rich Text (.rtf) Format on a Flash drive. (Please follow this naming convention:
  - [student last name]_[document type].rtf (e.g. jones_essay.rtf)
  - [interviewee last name]_transcript.rtf (e.g. smith_transcript1.rtf)

☐ Audio files and image files saved to flash drive and easily identifiable.

☐ Set up appointment with Justin Wadland (jwadland@uw.edu) to deposit materials for project into the Library.

Note: All templates and supporting documents can be found on the Libguide created for the class: http://guides.lib.uw.edu/tacoma/thist437-tias515