

## Recording Memorials

Training Session – 11am, Wednesday 3<sup>rd</sup> February 2021



This session will introduce volunteers to the Recording Memorials Project, to the HCT's Memorial Database, and to each other.



Through engagement with community experience and national best practice this project will create a record of our chapels' memorials that also holds each communities' own stories.

By sharing skills in research, archiving and recording, each community will be able to share its history and heritage with new audiences in new ways.



No IT ability is needed to be part of this project. Support in improving skills will be provided to all who want it.

Optional activities include editing spreadsheets, and taking/editing digital photographs.

**11:00** Introduction by Viv Cooling, Local Community Officer

**11:10** Introduction to the Recording Memorials Project

*At this point it would be nice to hear from attendees about their own chapels, their memorials and their own recording activities to date - I'm aware that a lot of very interesting work has already been done.*

Why even record memorials?

Different ways of recording

Who's interested in what we record?

What sort of things should we record?

**11:45** *Break*

**11:55** Preparing to record: getting the form, GDPR, and personal safety

Using the recording form

Using the online spreadsheet

How to take good photographs for memorial records

*How to edit photographs*

*Where to take the next phase of the project? Attendee Discussion*

**12:30** *Finish*