

A guide to creating a Digital Outreach poster and perhaps memory box on an item or event

Well done for deciding to research into financial and other aspects of an item or event, because that may help you find niche ways in which your interests and energies could serve others, which is a key life skill. The activity will also reinforce what every generation learns, which is that constructive ideas blossom only when people with interests and energies meet people with investment capital and other assets, even if simply a dry place to meet. Undertaking the activity can build confidence through researching into digitalised and other records and by reaching out to meet people when seeking information and sharing findings. Presenting research findings is creative, whether you act alone or in a group, with the poster produced from this activity perhaps being added to a memory box also holding items or photos. Posters and boxes form fresh learning resources for sharing within and between community groups, heritage centres and educational institutions.

How to start?

Choose the item of your focus. It could be a treasured or symbolic item owned by an individual, community or archive. It could be a local newsletter or part of a building, perhaps a carved item, musical instrument, piece of silverware or stained glass window. Or it could be an event, such as a supper or fair, for which the memory box can hold programmes, recipes and other 'how to do' lists.

Asking some preliminary questions about the chosen item or event

- Is the item or event still valuable and to whom? When was it instigated, made, built or grown?
- What are its constituent parts? For events, example parts can include a field, marquee, tables, crockery, food and beverages. Where was/is each constituent part grown or designed and made?
- Which workers and traders have been involved in any required growing, making, or importing?
- How much did the item cost to buy, or the event cost to run? What additional costs arise in maintenance, renovation, mending and storage; and in purchase of replacement parts?
- Which patron, subscription list, donation, crowd-fund, loan by workers' families or other source of investment capital covered cost of wages, materials, heating and other overheads until income arose in association with the item or event, perhaps from sales, entry levies or other sources?
- How is any surplus or profit from income due to the item or event used or distributed?

Researching deeper into some aspect that has caught your interest

Check sources such as local and sector-specific directories, and also gain insight from the websites of any organisations, individuals and traders which seem to be relevant. Ask around for history of the chosen item or event, as people may have provided relevant services over years and librarians and curators may be able to point to relevant historical sources of records now often online. Do not worry if research into selected items or events hit dead ends, as valuable contacts may have been made, interests may have crystallised and more attractive niches spotted. On hitting a dead end, decide to finish with slim findings or, if time allows, investigate an additional item or event.

Display findings in a poster and, as required, build a memory box

Design and produce a poster *describing the chosen item or event and outlining key findings*, perhaps using a computer and ideally within 2 A4 pages. Add in the *authors' name* and the *date*, and (in small print) state '*This resource is for education purposes only.*'. Display the poster and, as relevant, store it along with the item or any papers for the event in a memory box ready for sharing.

Congratulations, you have created a resource for the pleasure of local people and to attract visitors!!