

Photographs, Research Materials, and Presentation

In addition to completing the text of the application, you will need to submit materials that will help visualize the building and show some of the interesting findings turned up in your research. In addition, the Cultural Heritage Commission is now recommending that applicants prepare a visual presentation, typically in Power Point, that will be shown at the public hearings. We recommend that you do so because it helps the Commissioners and the audience visualize the property you're trying to get designated (or to remember it once they've toured the site). To the greatest degree possible, Commission staff would like to receive all of the materials described below on computer disc.

Photographs

Photographs of your property are critical to the nomination and must clearly depict all relevant aspects of the site in as concise a manner as possible.

Requirements:

- **One printed 8" x 10" black-and-white photograph –**
This must be printed (digital photos and computer printing are acceptable). This should be the "establishing shot," a photo that captures the essence of the property.
- **Digital photographs of current conditions (on disc) –**
The Commission now prefers to receive digital photos. You should submit enough pictures to give the viewer a concise overview of the property without overwhelming the application with unnecessary images. Typically, you should include exterior facades, detail shots of notable features, and, if possible and/or relevant to your application, shots depicting significant interiors. When appropriate, be sure to include landscape shots and/or context shots depicting the broader setting of nominated site. The file size for digital submission hasn't been established. Since you'll be submitting these on a disc, err on the side of larger files.
- **Historic photographs –**
In many cases, your research will turn up historic photographs. These will typically be xeroxes or computer printouts, which are acceptable for submission. If possible, scan these and include them on the disc that you submit.

Research Materials

Along with historic photos, your research will undoubtedly turn up other materials that help tell the story of the building you nominate. Copies of relevant materials should be submitted with the nomination (generally as appendices). If you can also scan them for submission on the disc containing your photos, Commission staff will be grateful. Some of the items you should consider including would be:

- Building permits – for the original construction and any significant alterations
- Newspaper articles, obituaries, etc.
- Relevant deeds or other ownership records
- Maps – copies of Sanborn or other maps depict your building

Hearing Presentation (optional but recommended)

The Commission now allows applicants to bring Power Point presentations to the hearings. These are projected so that everyone in the room can see what you're nominating and what you've discovered. There are no formal rules regarding the presentation. Since hopefully you've scanned a lot of what you've found, you should have plenty of material to choose from. Your goal should be to include only those items that help you tell the best story possible. You'll be making a verbal presentation to the Commissioners while you show your images, so think of this as an illustration of your words. For many people, the preparation of the visuals will help you organize your thoughts and concisely and effectively present your nomination.

