

Guidance and FAQs on how to submit your digital donation.

TYPES OF DONATIONS

Your Story - a written account

We recommend 500-1000 words. We may quote from these in the future, however when doing so we will make sure not to lose the context of your account. We encourage, if sending in a written account to accompany it with a photograph of yourself/individual being talked about.

Photograph(s)

When sending in a photograph please give us as much information as you can on form:

- Full names of those in the photo, how they relate to one another.
- Location
- Date taken
- Photographer & Copyright holder. (Please contact us if unsure who this would be)

Scanning at high resolution is preferred in TIFF or JPG files. If too large we can accept transfers via wetransfer.com. Please let us know if you are unsure what file type to save and send.

Image(s) of physical objects

When photographing we advise you to photograph against or on a white background, in a light naturally lit room with no reflections or glare.

Video/film footage

Preferred file types are MP4. If too large we can accept transfers via wetransfer.com. Please let us know if you are unsure what file type to save and send. Landscape is preferred in film footage.

Blogs (as requested by exhibitor)

The exhibitor Mark Goldby may be requesting blogs from local community groups and individuals. Please use this tick box on form and send your blog in as a word document.

When sending images, please send in high resolution, TIFF or JPG files are preferred. If too large we can accept transfers via wetransfer.com. Please let us know if you are unsure what file type to save and send.

Audio (as requested by exhibitor)

The exhibitor Mark Goldby may be requesting audio or written accounts spoken from local community groups and individuals. Please use this tick box on form.

Preferred file types are Wav or MP3. If too large we can accept transfers via wetransfer.com. Please let us know if you are unsure to what file type to save and send. We will send out a guidance on audio recordings.

FAQS

Send us any questions/enquiries to museum@croydon.gov.uk – frequently asked questions will appear here anonymously.