



McKissick Museum

College of Arts and Sciences

Thank you for your interest in the McKissick Museum Quilt Documentation Day! Once completed, please email this form, along with six photos of the quilt you would like to be documented, to Executive Director Jane Przybysz at jprzybysz@mailbox.sc.edu.

If you plan to submit multiple quilts for documentation, please submit **just one** sign up form for **one quilt**. Please notify us in your initial email of the additional quilts you would like documented for this project.

Before emailing photos, please consult the "What Photos Do I Need?" section at the bottom of this form.

Quilt Documentation Day Sign-Up Form	
Date	
Name	
Address	
Phone Number	
Email	
What is the best way to contact you? (Phone, Email)	
When is the best time to contact you?	
How Many Quilts Are You Wanting to Have Documented?	
Would the owner be willing to lend this quilt for exhibit?	
How did you hear about the quilt project?	

For the following questions, please answer all that apply. If you do not know the answer to a question, please leave this blank.

Quiltmaker Name	
Quiltmaker Life Dates	
Year/Age when quilt was made	
State of Manufacture	
County of Manufacture	

Town/City of Manufacture	
Other Places Quiltmaker Lived	
Relation of Quiltmaker to Present Owner	
How did You acquire this Quilt?	
Are there other quilts by the same maker?	
Do you know where they are now?	
What was the quiltmaker's name for this pattern?	
Do you know any names for this pattern?	
Where did the quiltmaker get the fabrics for this quilt?	
Did the quiltmaker quilt this themselves? Did someone else? Did others help?	

What Photos do I Need?

You will need to take a minimum of 6 photos to share along with this form.

- 1) Place the quilt on a bed or other large surface like a table so that you can take a photo of the whole front or top of the quilt. Don't worry that it's not completely flat.
- 2) Turn the quilt over on that same bed or large surface and take a photo of the whole back of the quilt.
- 3) Fold the quilt in half and then in half again so that one quarter of the quilt top is in view. Take a photo of just this quarter of the quilt top.
- 4) Refold the quilt in half and then in half again so that one quarter of the quilt back is in view. Take a photo of just this quarter of the quilt back.
- 5) Take a close-up photo of one edge of the front or top of the quilt so that the binding or how the quilt is finished at the edge is visible.
- 6) Turn the quilt over and take a close-up photo of that same edge of the back of the quilt so that the binding or how the quilt is finished at the edge is visible.

Tips for Taking Great Photos

1. **Keep your light source consistent!** Natural, indirect light is ideal as it does not cast shadows. Turn off any lights in the room to prevent distortion in photos.

2. **Use a neutral background where possible.** White, off-white, and gray backgrounds are ideal for photography. Avoid colored backgrounds, as they will drastically change the appearance of the quilts.
3. **Great photos are sharp; show plenty of detail; are not distorted; and highlight the subject.** A smartphone is perfectly capable of taking a great photo. Not fancy photography equipment is required!

If you would like to learn more on easy ways to improve your photography, please consult our “Introductory Object Photography Guide” by [clicking here](#).