



**CHANDLER MUSEUM  
WORLD WAR II VETERANS HISTORY PROJECT  
PHOTO GUIDELINES**

Photographs and documents, such as military service records, news clippings, and letters are key components of the Project. **We like to have at least one photo from the 1940s (especially if the Subject is in military uniform) as well as at least one contemporary photo.** We will use photographs and documents on our website and preserve them in our archives. The more you can provide, the better – it only makes our project stronger.

**There are two ways to get us World War II-era photographs and documents:**

1. **Send or bring us the originals of your photos and documents to donate to the Museum’s archives.** These materials will become part of the Permanent Collection. We will gladly make physical and digital copies for you in return.
2. **Let us borrow them.** We will scan everything in our office, and then return it all to you. You may bring your materials to us, or we can pick them up from you. You may also send your materials to us. These scanned images will become part of our Digital Collection.

Please use the enclosed photograph log or manuscript data sheet to describe each photo or document you submit. You may fill out these forms yourself or we can fill them out together when you bring the materials to the Museum. Make sure to include with each photograph the year that it was taken (if you only know it was in the 1940s, you can say circa 1940); where the photograph was taken; identification of everybody in the photograph; and if they’re doing something specific, a description of what they’re doing.

**When you submit photos and documents, be sure to include your contact information so we can call or email with any questions!** We thank you in advance for your attention to detail; it makes the Project that much better.

**You may bring materials to**

Chandler Museum  
178 E. Commonwealth  
Chandler, AZ 85225  
(please ask for Jean Reynolds or Nate Meyers)

**You may mail materials to**

Jean Reynolds  
Mail Stop 501  
PO Box 4008  
Chandler, AZ 85244

If you need help or have questions at any point, please don’t hesitate to contact us at 480-782-2751 or [jean.reynolds@chandleraz.gov](mailto:jean.reynolds@chandleraz.gov).