Below are step-by-step instructions for creating your tribute carving. You can attend one of our workshops at the School of Art and Innovation Studio in Duvall if you would like. The workshop dates are listed on our website and will be regularly updated at www.TributeFlagProject.com. We also have a tutorial video demonstrating how to transfer and carve your block. You can find it under the Linoblock Details on the website sidebar or by clicking here: www.youtube.com/watch?v=NQzoGMrKv8g.

You can pick up supplies, free of charge, from Dianne’s Studio in Duvall during one of scheduled Workshops or you can submit a request to pick them up at your convenience. Simply go to our website under Linoblock Details and let us know what you need. OR you can purchase supplies on your own. A Supply List with specifications of what you’ll need and a list of suggested places to purchase these items can be found on our website under Linoblock Details.

**DESIGN GUIDELINES**

1. Once you have received your Tribute’s information, you can use the links we provided to learn more about that person. This will give you inspiration for your design. We want to create a very personalized carving for the families and it is very touching to them if you include symbolism, text or images that reflect their loved one’s personality and capture their spirit.

2. Select your block size, either 5”x7” or 6”x8”, and decide if you want a horizontal or vertical design.

3. Sketch your design out on paper or create it on your computer.
   - All text, numbers, symbols, logos have to be drawn, transferred, and carved BACKWARDS.
   - The most successful prints are made if you leave some sort of border around your design. This edge gives the ink roller and the paper something to rest on when printing.

4. Transfer your design to your carving block by laying it over transfer paper and tracing over your design. Additional lines can be added afterwards directly to the block with a white pencil.

5. Confirm that your design is marked clearly and correctly on your block before you start to carve. Hold your block up to a mirror to view what it will look like when printed.

**CARVING GUIDELINES**

6. Decide whether you are carving away the white lines that you just transferred (this is easiest) or if you are going to carve away the black spaces around them.

7. Begin carving with a #2 blade. Blades #3 and #4 can be used if you need to remove thicker areas.
   - Carve deeply enough. Do not be timid or your design will not print clearly with distinct lines.
   - Use carving motions that go away from your body, always keeping your hand behind the blade.

**COMPLETION**

8. On the back of your block, use a Sharpie (or any WATERPROOF) marker to:
   - Print the full name of the person you are making your Tribute for.
   - Print or sign your name. Optional: Add your age and/or your contact information.
   - Indicate which way is ‘up’ by marking an arrow pointing toward what should be the ‘top’ of your block.

9. Turn in your block no later than Tues. July 1st. Also return any unused supplies and/or carving tools. This can be done in person during a workshop (check website for dates) or by mail to the address below.

10. Turn in your Artist’s Note also no later July 1st. This can be done in person, via mail or email.

Please contact the Project Coordinator at TributeFlagProject@gmail.com with any questions.
9/11 TRIBUTE FLAG PROJECT
ARTIST'S NOTE GUIDELINES

The artist note is an especially touching part of the package that the family receives along with their Tribute Flag prints. It is a heartwarming way to share your thoughts about the person’s life, what qualities inspired you in your design process, why you chose certain symbolism, etc. It’s another way to remind the families that their loved one is remembered so many years later.

In keeping with our ultimate goal of honoring their loved one, remember to keep the tone of your note positive. You should refrain from any mention of your political views, conflicts in the Middle East or controversial current events. Also avoid references to pain and suffering, either theirs or yours. Working on this project can bring up so many emotions and it may be difficult to put your outrage and heartbreak aside; so we ask that you please reread your note carefully or have someone else read it. We especially appreciate parents supervising your child’s letter for appropriateness and tone. Ask yourself if this would comfort you and be a loving reminder of the best qualities of one you may have lost.

This letter is usually received by the closest family member(s) who attend the VOICES Forum. It might be parents, siblings, spouse, or child. Since we don’t know who will be picking up the gift, you can simply address your note generally. Below are some other guidelines for you to consider:

NOTE DETAILS
1. In your note, share something about your design inspiration and/or share something that you learned about the person you are honoring.
2. (optional) Include a photo of yourself (they really love this).
3. (optional) Include your age (or say “Adult”).
4. (optional) Include some form of contact info. We understand that disclosing contact information is a personal decision. The 9/11 families often want to send ‘their artist’ (because that’s who you have become to them) a note of thanks. However, if you prefer not to include your contact info, any correspondence is sent to the School of Art and Innovation’s address and forwarded to you.

PRESENTATION
5. It can be on a sheet of paper or in a card. It can long or brief.
6. It can be handwritten, typed, or emailed (to TributeFlagProject@gmail.com). Please do NOT send as a .pdf. Send as a .doc or .jpg. This allows us to upload to the website after editing out personal info.
7. If you use a card, it should NOT HAVE any raised embellishments. This can cause dents in the prints since they are packaged tightly for travel to NYC.
8. Please only use light colored paper in consideration for those who have difficulty reading.
9. Write the name of your Tributee on the outside of your envelope (if you use one).
10. Please leave envelopes Unsealed!!!

TURN IN by JULY 1st:
- In person: SAI Studio; 13918 283rd Ave. NE; Duvall, WA 98019
- Mail to: Dianne Brudnicki; P.O. Box 1515; Duvall, WA 98019
- Email to: TributeFlagProject@gmail.com

If you would like to see some scans of notes from past projects, go to the Photo Gallery page on our website. This will show a wide variety of note styles.

School of Art and Innovation | P.O. Box 1515 | Duvall, WA 98019 | www.TributeFlagProject.com | 206.499.6120
9/11 TRIBUTE FLAG PROJECT
CALENDAR & FINAL CHECKLIST

PROJECT CALENDAR
Check the online calendar for updates at www.TributeFlagProject.com.

- **Mon. Sept. 16, 2014**……….. 2014 Signups for Tribute names begins
- **Sept 16 - July 1, 2014**……..... Workshops will be updated and posted on our website.
- **Tues. June 24, 2014** ………. Last day for new Tribute names to be assigned.
- **Tues. July 1, 2014** …………… Last day to turn in your carvings and notes.
- **July 1 - Aug. 20** ……………. Sewing, printing and packaging to be completed. If you can help with any of these, go to our website and click on the Participate tab, or email us at TributeFlagProject@gmail.com.
- **Late Aug/early Sept** ……….. Tribute Flag Reception and Display. Time & location TBD.

FINAL CHECKLIST
☐ The Project Coordinator (TributeFlagProject@gmail.com) has been advised if you switched names with someone (from the name you were originally assigned).
☐ Carving marks on your linoblock are DEEP enough.
☐ Symbols, letters, numbers & icons (flags, etc) are carved BACKWARDS.
☐ Your name and your Tribute person’s names are written on the back of your block and you have indicated which way to orient your design by marking an arrow (on the back) pointing ‘up’ for top.
☐ Your note is written to the family and your envelope is left UNSEALED.
☐ Your carving, Artist note, and unused supplies and/or borrowed tools are returned to the Studio no later than Tues. July 1, 2014. This can be done in person or by mail.
☐ Email TributeFlagProject@gmail.com if you are able to volunteer with other aspects of the project such as sewing, ironing, packaging, scanning, painting, etc.
☐ Check our online calendar for Reception details (late August/early Sept. TBD).
☐ Like 9/11 Tribute Flag Project on Facebook if you would like to follow the updates throughout the year and see photos that we post each year from the NYC trip in September when they deliver the gifts to the 9/11 families at the VOICES Forum.

Thank you for your participation. We hope it has been an enjoyable and meaningful experience for you.
9/11 TRIBUTE FLAG PROJECT
SUPPLY LIST

SUPPLY LIST
You can pick up supplies, free of charge, from Dianne’s Studio in Duvall during one of scheduled Workshops or you can submit a request to pick them up at your convenience by going to our website’s Linoblock Details and filling out the request form. If you are not able to make it to Duvall or you prefer to purchase them on your own, we have listed the necessary items below.

The only online store that carried every item needed was Daniel Smith. They have local stores in Bellevue and Seattle if you would like to pick up the items in person. Call first to check availability.

You can also use www.dickblick.com or local craft stores to get better prices on the cutter, pencil and transfer paper. Those stores will probably carry everything except for the pre-cut, unmounted, Battleship Gray blocks. Those can only be found in specialty art stores like Daniel Smith or Bellevue Art and Frame. The information below is based on getting all of the items from one place, with one shipping cost; but you can piece it together however you would like. These prices were current as of Summer 2013.

1. Speedball Linoleum Cutter - SET No. 1 (one handle / six blades)
   $9.15  http://www.danielsmith.com/Item--i-530-060-002

2. Speedball Pre-cut Linoleum blocks - BATTLESHIP GRAY  (5x7 not offered online)
   $3.15  6x8  http://www.danielsmith.com/Item--i-530-052-003

3. Derwent Drawing Pencil - CHINESE WHITE
   $1.80  http://www.danielsmith.com/Item--i-261-914-002

4. Saral Transfer Paper - WHITE
   $13  12"x12ft.  http://www.danielsmith.com/Item--i-203-020-002
   You only need 6x8 inches out of these 12 feet, so this is an expensive item. However, it would be very difficult to do your block without this. You could substitute white fabric transfer paper if you have it. But if you do end up purchasing it, you could always donate any leftovers to Dianne for next year’s project if you so desire.

5. Raised Ink Stamp pad - BLACK  (see example)
   $2-$5  http://www.dickblick.com/products/colorbox-pigment-ink-stamp-pads/
   This might be something you already have at home, or it can be purchased at any local office supply, craft or scrapbooking store. You will need to ink your linoleum block with the black ink before you transfer your design onto it. That will allow the white transfer paper and white pencil to show up on your block and will give you a better visual of what your final print will look like.

If you have questions, contact the Project Coordinator Emma Redman at TributeFlagProject@gmail.com or go to the Linoblock Details link on the project website: www.TributeFlagProject.com.