

EXPECTED PROCESS AND TIME FRAME FOR YOUR TRIBUTE-ART ORDER

When you are ready to get started on Tribute-Art for yourself, your pet, person, place or event, choose a package and complete the enquiries form, ticking your acceptance of the terms and conditions. Mary will then send you an invoice for a deposit that will be half the cost of the package chosen by you.

Week 1

Mary will call you to discuss the process and send you a Tribute-Art questionnaire. The questionnaire is aimed at helping you collect information about yourself, your person, pet, place or event. The questionnaire is used to inform the creation of a Tribute-Art portrait and the accompanying story or presentation photo book.

The questions are designed to elicit a mixture of factual and personal information. You are also asked to choose the characteristics which best describe your person, pet, place or event as these provide a framework for your story. Please take your time. Lots of memories will be triggered. You will draw on memories that may make you laugh and also those that may make you cry and are sad. Mary is an experienced counsellor and can help you with this process if you would like some guidance. If it is more comfortable to talk the questionnaire through, with Mary filling responses in, that can easily happen over the phone.

It is healing to go back and revisit and reframe emotionally charged memories. The process itself is important and you will receive guidance through it, particularly for those of you who are grieving. This is not just a book. The team will take care of you at every point in the process

For Military Tribute-Art we will need some basic information to start the military history research process: Full name, date of birth and death, if relevant, which armed force your person served with and where served if available. Their rank, battalion, and medals awarded if known. A short questionnaire is sent to help identify personal and military information to be used by our military historian Dr. Tom Lewis (PhD, MA) OAM.

Not all questions will be relevant. Return your questionnaire when you are ready. You may like to consult with other family and friends to clarify information. Please note, that the person who brings the story to be written is the person who makes the final decisions on book content and chooses the image to be used for the portrait in consultation with the Tribute-Art team. This is your story about yourself or your loved one, place or event.

Weeks 2-4

After your questionnaire has been completed and returned the writing process will start. Mary and/or Tom, (our military historian) in the case of Military Tribute-Art will call or email for clarification when needed.

Photographs: You will also be asked to select and send relevant photographs. A drop box link, with an explanation on how to use it, will be provided if you have your photographs in a digital format. If not we will arrange for you to post them to Mary who will create digital copies and repair where needed. Mary guarantees that any photographs or items loaned to her will be returned in the same order, and sometimes better (where photographs can be repaired) than when received. It is helpful to include details for captions at this point if possible: year image was taken, location, subject matter, names of people in the image etc. Please identify which photographs you would definitely like included.

MILITARY TRIBUTE-ART: Tom will find relevant military photographs and contextual images to explain your person's military history. (Please see examples of Military Tribute-Art presentation books). Tom analyses your relative or friend's history, through record analysis, photograph examination and consultation with you and possibly others within your group. This research forms the basis of a separate comprehensive presentation book which is compiled to present the military history of your relative or friend, complete with explanations and photographs, details on rank, battalion, medals awarded, battle locations, and the international political context of the conflict involved.

Week 2-10

After all the photographs have been collected and sent to us, Mary will discuss with you which image is best to use for the book cover and the painted portrait.

Mary then starts work on the personalized artwork portrait, which is hand painted in oil and can include a digitally manipulated background which, in the case of Military Tribute-Art references military service and history. The portrait is framed – 23x33cm. In Military Tribute-Art your relative or friend is painted in military uniform with the art work including restoration of your photographs prior to painting and may include personal and military photographs, memorabilia, maps and significant objects, particularly those that reference relevant military service. All artworks are printed on archival canvas or museum standard foam core board. Mary will work with you to determine the final content of this artwork. This can be photographic print if preferred. The dust cover on the story or presentation book will have a printed image of the accompanying framed artwork portrait.

Naomi, our writer starts to work on the story writing - creating a first draft for you to read and comment on. You will be contacted by email or phone if any clarification is needed.

Weeks 6-8

Mary adds images to this first draft, which you are then given to read and comment on. Mary will discuss options for the cover design with you.

Mary and Naomi make the required changes to the story and image selection and placement to produce a Final draft for your comments and proof reading.

Weeks 8-10

Natalie, (our graphic designer) gets involved at this point taking the text and images and placing them into a Tribute-Art template, or a Military Tribute-Art template as appropriate. Natalie also works with Mary to design the cover. Natalie tweaks images and text to create a professional book layout ready for printing.

The artwork portrait will be completed, if you are having one, and you will be asked to approve, in writing, an image of the completed portrait. The portrait is then copied digitally for use on the cover and then framed as outlined in the package details.

After you have seen the final book layout you will be asked to sign off on the story and to confirm that you are happy with the result as is.

10-12 weeks

Your story or presentation book goes to print. The printing process once started cannot be stopped. Generally this process takes up to two weeks to turnaround, however sometimes your book will be ready earlier. You will be sent an interactive preview, by email, of your story or presentation photo book showing the book layout, double page by double page, that you can share with others if you so desire. You will be sent a final invoice for the outstanding amount of your package which, must be paid in full before your Tribute-Art painting and/or book are sent to you.

11-12 weeks

Mary collects your book from the printers and packages it with your framed portrait for delivery to you provided final payment has been made.

The process is complete. You now have a beautiful personal memento. The book is expensive to produce and involves a team of people dedicated to producing a professional product. Additional books can be ordered online direct to our printers. The story or presentation books make great anniversary and birthday presents commemorating a person, pet, place or event close to your heart.

We welcome your feedback. We will send you a short evaluation form to complete. Thank you for choosing to work with us in creating your Tribute.