

Guidelines for Submitting a Pioneer Biography to the Archive

1. Purpose of the Archive

The Verde Valley Pioneers Archive preserves short, accurate biographies of the early settlers, ranchers, farmers, merchants, and families who shaped the Verde Valley of Arizona. Each biography is paired with a QR code placed at the individual's gravesite, allowing visitors to learn their story on location.

Submission Requirements

2. Eligibility

To be accepted into the archive, a biography must meet all of the following criteria:

- **Verde Valley residency** — The individual must have lived in the Verde Valley region of Arizona (any era, any community within the valley).
- **Known gravesite location** — The burial location must be identified clearly enough for QR code placement.
- **QR code placement** — A QR code linking to the biography must be affixed at the gravesite.
- **PDF biography format** — Submissions must follow the archive's recommended PDF style.

3. Biography Format

To maintain consistency across the archive, biographies should follow the structure used in existing entries:

- **Optional:** A small portrait or historical photo (if available and copyright-safe)
- **Full name in bold, 14 pt text**
- **Birth date and place followed by their death date and place.** Below their name in 12 pt font.
- **Include details about their arrival in the Verde Valley**—specifying the date and location—as well as their place of origin, formatted in 12 pt text.
- **Provide the biography text** in 12 pt font.
- **Include lifespan dates, major life events, and connection to the Verde Valley**
- **Clear, factual writing**
- **Saved as a PDF document**
- **File size under 500 KB**

You may review posted biographies on the archive website as a model for tone, layout, and length.

4. PDF Requirements

Your submitted file must meet the following technical standards:

- **PDF format only**
- **Maximum file size: 500 KB**
- **Margins .75"-1" wide all four sides**
- **No dark backgrounds or heavy graphics** (to ensure readability and printability)

5. Gravesite Requirements

Because each biography is linked to a physical location, the following must be provided:

- **Exact cemetery name**
- **Plot or section information (if known)**
- **GPS coordinates (recommended but not required)**
- **Permission from cemetery management when required**

After your biography is approved, you will receive instructions for **QR code creation and placement**.

6. How to Submit

Submit your biography by sending as email attachment to info@VerdeValleyPioneers.com

You will be asked to provide:

- Your contact information
- The PDF biography
- Gravesite details

Additional information is available at the project's submission page:

<https://verdevalleypioneers.com/submit-a-biography/>

7. Review & Approval Process

Once submitted:

1. **Your biography is reviewed** for accuracy, format, and eligibility.
2. **You may be contacted** for clarification or edits.
3. **Upon approval**, your biography is added to the archive and assigned a QR code.
4. **Affix the QR code** at the gravesite. If the gravesite is located in the Verde Valley one of our volunteers can affix the QR code at the gravesite if you wish.
5. **Send a Photo of the affixed QR code** for the archive records.

8. Stewardship & Historical Integrity

The archive is committed to:

- Preserving accurate, respectful historical narratives
- Maintaining a consistent, high-quality format
- Ensuring QR codes remain functional and accessible
- Honoring the families and descendants of Verde Valley pioneers