

Guidelines for Submitting a Pioneer Biography to the Archive

Verde Valley Pioneers • VerdeValleyPioneers.com

1. Purpose of the Archive

Verde Valley Pioneers is an online archive dedicated to preserving and sharing the biographies of pioneers and early settlers who helped shape the Verde Valley. Each biography is linked to a QR code placed at the pioneer's gravesite, allowing visitors to discover the person's story where they are buried.

2. Who May Be Included?

A person may be considered for inclusion if they were a pioneer or early settler with a meaningful connection to the Verde Valley. This may include settlers, ranchers, farmers, merchants, community builders, and members of families who contributed to the region's early history.

- **Verde Valley connection:** The person must have a meaningful connection to the region.
- **Known gravesite:** The burial location must be known so a physical QR code can be placed at the gravesite.
- **Burial outside the Verde Valley:** A pioneer does not have to be buried in the Verde Valley to be included.

All submissions are reviewed for suitability and are subject to approval.

3. What to Include in the Biography

A biography should tell the person's life story as accurately and clearly as possible. Include, when known:

- Full name, including maiden names or alternate spellings
- Birth and death dates and places
- Parents, spouse or spouses, children, and other important family relationships
- When and why the person came to the Verde Valley
- Communities where the person lived
- Occupations, ranching, farming, business, civic service, or other contributions
- Important events, experiences, and details that help tell the person's story
- Burial location

Photographs, documents, newspaper clippings, obituaries, and other historical material may be included when they add meaning or documentation to the story. Please identify sources whenever possible.

4. Biography and PDF Format

Submit the completed biography as a PDF. The following formatting is recommended to help keep the archive consistent and easy to read:

- Use a clear, readable font in approximately 11- or 12-point type.
- Use standard page margins of about $\frac{3}{4}$ to 1 inch.
- Place the pioneer's full name prominently at the beginning.
- Include birth and death information near the beginning, when known.
- Keep photographs and scanned materials clear enough to read without making the file unnecessarily large.
- A file size of up to **2 MB** is preferred. Contact us if your PDF is larger and you need help reducing the file size.

5. Gravesite Information

Please provide enough information to identify and locate the gravesite:

- Name of the cemetery
- Plot, section, row, or other location information, if known
- GPS coordinates, if available
- A photograph of the gravesite or headstone, if available

The contributor is responsible for following cemetery rules and obtaining permission for QR-code placement when permission is required.

6. How to Submit

Submit the biography as a PDF email attachment to info@VerdeValleyPioneers.com.

Please include:

- Your name and contact information
- The pioneer's full name
- The cemetery and gravesite location
- Any information that may help us review the biography or locate the grave

There is no cost to submit or host an approved PDF biography in the archive.

7. What Happens After Submission

- **Review:** We review the biography for suitability, clarity, and consistency with the purpose of the archive.
- **Publication:** Once approved, the biography is added to the online archive at no cost.
- **Link and digital QR code:** After publication, we provide the direct website link and a digital QR code at no cost.
- **Physical QR code:** A physical QR code linking to the biography must be placed at the pioneer's gravesite. You may obtain or create the physical QR code yourself, or purchase an engraved metal QR code from Verde Valley Pioneers.
- **Placement photograph:** After the QR code is placed, please send us a photograph of it at the gravesite. The photograph becomes part of the project's record of preserved pioneer stories.

If the pioneer is buried in a Verde Valley cemetery and you live outside the area, our volunteers may be able to place the physical QR code at the gravesite for you. If the pioneer is buried outside the Verde Valley and you purchase an engraved metal QR code from us, we will mail it to you for placement.

8. Our Commitment to the Archive

Verde Valley Pioneers is committed to preserving accurate and respectful biographies, maintaining a consistent archive, keeping QR-code links accessible, and honoring the pioneers and families whose stories are preserved.

**Every gravesite has a name. Every name has a story.
Help us preserve that story for future generations.**

Questions or need help getting started?

Email info@VerdeValleyPioneers.com