

## Guidelines for Memory Fox

**Purpose:** Rose-Hulman Institute of Technology is partnering with Memory Fox to collect, organize, and share powerful memories from alumni during their time at Rose-Hulman. Our goal is to collect and share as many memories as possible in celebration of our upcoming sesquicentennial. Alumni can upload a video, photo, or written testimonial for a given prompt. Don't overthink your video or photo. Have fun, smile, and relax!

### Video Guidelines:

- Videos should be 1 -2 minutes long. Maximum length is 3 minutes.
- Be intentional with your background. Gray or neutral backgrounds are preferred and recommended.
- Rose-Hulman branded clothing is encouraged. If not, try wearing solid, neutral colors. Avoid complex patterns or bright colors to eliminate distractions.
- Film your video in a quiet place. Locate an area in your house or office to record your video with limited background noise. If you are unsure, test your video.
- When recording, film your video vertically.
- Restate the question or use the memory prompt as the beginning of your statement.  
Examples:
  - "What is my favorite memory from Rose-Hulman?" My favorite memory is..."
  - "My favorite memory from Rose-Hulman is..."
- Be yourself and relax! You can film your video as many times as you'd like until pressing submit. Your video will not be shared without your approval.

### Photo Selection Guidelines:

- Quality is key. Submit photos with high resolution, preferably large file sizes.
- Avoid submitting dark or blurry images.
- If you're taking a selfie, make sure to capture the image vertically. Gray or neutral backgrounds are preferred and recommended.
- Rose-Hulman branded clothing is encouraged. If not, try wearing solid, neutral colors. Avoid complex patterns or bright colors.

### Additional Information

- Once a video, photo, or testimonial has been submitted, it cannot be edited. Make sure you're happy with the final version before hitting submit.
- Each video, photo and testimonial will be reviewed internally before shared externally.
- Reference our '[Collection Tool Guide](#)' for more information on submitting your memory.
- Rose-Hulman reserves the right to edit or delete any posts that violate our [community guidelines](#).

Questions? Please contact the Office of Alumni Relations, [alumnirelations@rose-hulman.edu](mailto:alumnirelations@rose-hulman.edu) for assistance.