

## Digital Return - Contact Worksheet

The following worksheet is meant as an aid to assist in the first steps of approaching an institution about Digital Return projects. This list should take into account the people you might be able to reach out to, materials that you are interested in, any challenges that might come up (distance, cost, past relationships), the possibilities in store, and how high of a priority the project is.

Institution And Individual Contact	Previous Interactions	Content	Challenges	Possibilities	Priority

## Collaboration - Contact Worksheet

The following worksheet is meant as an aid to assist in reaching out to institutions and organizations for collaboration, digitization equipment, or training and education.

Institution	Individual Contact	Previous Interactions	Possible Resources and Equipment	Challenges	Possibilities