

## OVERVIEW

Greetings Design Office Members/Participants,

I assume most of you are aware of the yearly Archive that John and the Design Office has generated. Typically this is the result of the causal process of leaving discarded prints and/or artifacts in a box. Later this full collection is scanned and bound -- becoming a visual diary of the year.

This year is slightly unique, as this trail of 'debris' ceased to exist, following the third floor move. Consequentially, John has commissioned me to initiate an augmented process to keep and grow the Archive.

I've developed the following Inventory Conditions (for retrieval) and consider this approach as a means of using historical materials, not only as documentation, but more so as catalysts for the new year and a collaborative project. Through this method history remains active while directly motivating the future.

## PHASE I

Inventory Conditions (for all participants -- the more the better)

1. Submit one, self-curated, image/attachment for each applicable day of 2012 that you sent via email\*
2. From the submitted images, collectively we'll make a selection of one image to 'represent' that day
3. These images will be scaled to fit (maximizing either the horizontal or vertical axis of an 8-1/2 x 11 sheet), centered, and cropped as part of an automation process

\* Please note: You do not need to feel limited by the 'Sent Attachment Condition'. All members are welcome to submit any (date-based) content to the selection process. The emailed attachment is more a means of facilitating a minimal-effort starting point for response.

## PHASE II

1. Each participating member will then be assigned, at random,  $\pm 30$  days/dates (i.e.  $\pm 30$  nonconsecutive pages, 365 pages divided by 12+ members, etc.)
2. The selected images (PHASE I) will be labelled by name and hung by date in the D.O.
3. Participants will then be asked to MAKE A RESPONSE -- make AN INVESTIGATION, or INTERVENTION -- to your given image. You can track down the original author. You can react impulsively. You can respond with a physical insertion (tear, fold, crumple, stitch, draw, paint, collage, etc.). You can scan, write, repurpose, juxtapose or reframe for your own means. You can create a 'link' or narrative between the 30 pages...anything. You just CAN'T REMOVE THE SOURCE.
5. At the end of, Phase II, all materials will be collected digitally (physical interventions need to be scanned at 100% (8-1/2 x 11), RGB, 300 dpi) and reprinted via Lulu.

TIMELINE

Phase I - TBD\*  
(Friday afternoon workshop)  
Tentatively, February 08

Image selection and collection:  
- Digitally organized by date  
- Projected for group edit  
over beer/wine/cocktails

Monday, February 11

- Pages assigned to participants  
- All sheets labelled and hung

February 11 - March 8

One month for working

Friday, TBD\*  
(Friday afternoon workshop)  
Tentatively, March 08

All 'responses' collected:  
- Pre-scanned in digital form  
- RGB, 300 dpi, 8-1/2 x 11  
- Submission review over beer/  
wine/cocktails

\* ALL dates are subject to internal discussion

QUESTIONS

1. I'm still considering having the final book trimmed and re-bound...
2. I don't think we need a date stamp... but we could consider designing a global navigation system for running heads, pages numbers, etc...
- 3.
- 4.
- 5.
- 6.