



THE BREWMASTER'S CASTLE

MEMORANDUM

TO: Pierson Brown

DATE: Begins 4/13/21

PROJECT: Writing Household Staff Profiles

SUMMARY: This project includes consolidating archival research to write profiles of people who worked as household staff at the Heurich house. This storytelling project will be key for our upcoming Household Staff Exhibit.

SUPERVISING STAFF MEMBER: Jenna Febrizio

TIMELINE:

This is an ongoing project.

RESEARCH STEPS:

- 1) Go to the Google Drive, click "Heurich House Museum/Preservation/Collections/Research/Household Staff Exhibit Research/Exhibit Planning Docs/Heurich Staff Names."
- 2) Choose 5-10 names. Create a new Google Doc with these 10 names and save it under: "Heurich House Museum/Preservation/Collections/Research/Household Staff Exhibit Research/Exhibit Planning Doc."
- 3) For the people you are researching, go to their individual folders under: "Heurich House Museum/Preservation/Collections/Research/Household Staff Exhibit Research/Individual Household Staff Folders" and read through the documents available.
- 4) Based on the archival documents available, write a profile for each person that cites all sources used. Bring in secondary research as needed. Where there are unknowns, please brainstorm and write questions.