



COAST GUARD HERITAGE MUSEUM PERSONAL AUDIO TOUR COMMENTARY GUIDELINES

The Coast Guard Heritage Museum in Barnstable, Massachusetts is currently working on implementing a self-guided audio tour system that will include commentaries on:

1. The history of organizations, people, and events of the U.S. Coast Guard and its predecessor organizations, including the U.S. Life Saving Service, the U.S. Revenue Cutter Service and the U.S. Lighthouse Service;
2. The specifics of artifacts on display in the museum, and;
3. Personal stories, experiences and anecdotes of individuals involved with the Coast Guard.

A number of volunteers associated with the Museum are working on writing and recording scripts on general CG historical information and factual information on the various artifacts on display (Items 1 and 2 above). Although we would be happy if anyone outside the museum would like to contribute to these, what we are really interested in is your help with Items #3 above – the personal commentaries.

We are soliciting these personal commentaries (read, “clean sea stories”) from members of our extensive CG Family, whether retired, a veteran, a Reservist, Auxiliarist, or whatever. These are meant to be true stories of your experiences with the Coast Guard, and can be funny anecdotes, your part in a serious rescue or situation, and/or one of those, “oh shoot” moments experienced while on active duty, or otherwise – just CG related.

If you are interested in contributing, which we hope you are, here are some guidelines:

1. It should be written/recorded in your first person voice.
2. Language used should be such that the commentary is suitable for all ages of listeners.
3. The historical and artifact commentaries will cover background information, so there is no need to include any in depth background for context. An example would be a commentary about your experience on a Point Class Cutter in Viet Nam – the fact those cutters were there, and why and when, will be covered by the historical or artifact related commentaries.
4. Do not include anyone else’s name in the commentary in situations where the context **might, in the least,** cause embarrassment to them.
5. The commentary should probably start with where you were and when.
6. You should end the commentary with your name, rank, and status, as appropriate; for example, “John Doe, BMC, USCG Retired.”
7. The commentaries should be from one to about four minutes long. If you have more than one story to tell, we recommend breaking them down into separate commentaries.
8. If you would like to write down the story and send to us for review or comment, we will be happy to do that, but not necessary, as long as you follow these guidelines.
9. When recording, avoid background noise.
10. Recording can be in pretty much any format, but the more common digital recording formats are preferred, specifically MP3, WAV or WMA. Most of these can be done on a desktop or laptop computer or smart phone or tablet device and emailed to us.
11. We have the capability to do limited editing of any digital file you send us, so, if necessary, we can remove long pauses, “ahs”, heavy breathing, and/or repeated words and sentences. So if you make a mistake, just repeat the sentence or paragraph and we can delete the “flubbed” one.
12. Email completed recordings or draft scripts to CGHeritage@Comcast.net
13. If you have any questions or suggestions regarding these guidelines, feel free to email us at the above email address.

Thank you for considering participation in this project; we look forward to hearing from you.