

Dahlia Legacy Profile Guideline

Please use this simple checklist as your guide to develop a successful Dahlia Legacy Profile.

Note: this guideline is intended for use when interviewing “living legends.”

Wiki page address: <http://dahlia.wikidot.com/>

First Steps

- Confirm with your DLP Club Representative or Regional Leader who you would like to interview in order to create a Legacy Profile.
- Contact the Dahlia Living Legend to confirm they are willing to be interviewed. Let them know that this may require a couple sessions and either a photo op or sharing of photographs.
- Do you plan to work as a team? If so, confirm who your other team members will be.
- Do you plan to use this project as part of your judging advancement project? If so, inform the Federation Judging Evaluation Chair that you have identified your project and share some of your ideas.
- Request the current “Living Legacy Interviewer’s Guide” from your Regional Leader
- Determine and confirm best first interview time and location with your interviewee and your team if applicable. Plan about 2 hours for the interview.

Preparing for the First Interview

- Familiarize yourself with the questions in the interviewer guide in advance.
- Prepare your tools and how you will document the interview. By hand, laptop, recorder?
- Share the interview questions in advance with your interviewee.
- Be prepared for your meeting by confirming details in advance, including the day, time, location, and parking.

Conducting the First Interview

- Spend time visiting with your interviewee and putting them at ease before starting. Share one or two of your ideas and your approach to the conversation.
- The questions on the guide are intended to help get the conversation started and to ensure that key areas of discussion are covered. Your interviewee may have additional information that matters to them or may help expand on certain topics. You will find their history will help inform certain areas more than others and that is just fine!
- Remember to take pictures at the interview. If their garden is available ask to take some photos of it as well. If they reference key varieties, tools or other unique aspects to their process try to get photos if possible. Be sure and ask for photos they have that they would like to share as well as any articles they have written or been featured in.
- Have fun!

Writing your profile

- Create your first draft as soon as possible after the initial interview while it is still fresh in your mind.
- We recommend that you use first- or third-person narrative for your profile. As much as possible, incorporate the “voice” of the speaker into the narrative. A well-written piece includes a sense of the spirit of the speaker. The legend’s story is best shared when your written piece allows their spirit to come through.
- You may consider a follow up interview, particularly if you find that you are unable to complete the entire questionnaire in one interview or realize that some responses may require clarification.

Drafts & Revisions

- Spelling and grammar checks are essential. Get a few other people to read over your drafts to be 100% sure everything is correct.
- It will take several draft versions to reach your “final” version – enjoy the process. Remember you are creating an important piece of history!
- When you have a clean updated draft share with your legend for their review to ensure you have accurately captured their history. Make sure they are comfortable with the draft version.
- When you have a “blessed” draft, share with your club or regional representative. Be sure to include the photos and articles that support your narrative.

Profile component items

- Be sure your profile is complete. Here is the list of components that should be included with your Legacy Profile submission package:
 - A final profile document of the legend in editable word format approved by your club leader and interview team member/s.
 - 3-6 photos high-resolution, jpg format to illustrate key points.
 - If your legend is a hybridizer, include their list of dahlia varieties they introduced.
 - Include any approved by your club leader links or locations of articles your legend shared with you during the interview from pieces they wrote or were featured in.
 - Be sure to include YOUR full name, email, and dahlia home club and same info for all interview team members that helped develop and put together the submission package.

Submitting the final draft

- When you, your team members, your legend, and your club representative have all signed off on your profile it is ready to be submitted for final review to the DLP Editor!
- Your Regional Representative will upload your profile package to the DLP Drop Box and let the editor know it is ready for final review
- The editor will review the package *and if* it meets the criteria will upload to the wiki page and confirm with the Regional Representative that it has been accepted and posted. Otherwise, the editor will return the submission package with constructive feedback.
- You can view your posted profile here: *Wiki page address:* <http://dahlia.wikidot.com/>
- Thank you!