



## THE LEGACY EXCHANGE PROJECT FAQ's

### ***What is the Legacy Exchange Project?***

One of MMP's greatest gifts has been the fellowship of women, sharing our stories in a safe space. The Legacy Exchange is a grant-funded MMP project that offers our community the chance to share insights, stories, and reflections on our spiritual journey.

### ***Why should I consider participating in the Legacy Exchange Project?***

The Project allows all who participate the opportunity to reflect on and share insights, stories and questions on our spiritual journey. Through facilitated Zoom interviews among our members and friends, we seek to encourage and learn from one another, to celebrate the bonds of friendship among us, and to honor and name the people, circumstances and lessons that have become a part of our uniquely human spiritual experience. Much is gained, as well, by overhearing our own story shared with another. In sharing these stories with people outside the immediate MMP community, we hope to generate seeds of hope and friendship beyond us.

### ***Is there a cost associated with participating?***

This project is underwritten by The Griffith Foundation. There is no cost to participants.

### ***What should I expect if I sign up to participate?***

Expect to enjoy the experience! This is an opportunity for you to be in a recorded conversation, sharing stories and reflections about your spiritual journey with peers, friends and loved ones of all ages. It's also an opportunity to share your insights with the larger MMP community if you choose to. We have outlined the process below. The interviews will be conducted remotely via Zoom: you and your interview partner will join the Zoom call a few minutes before your appointment time and an MMP designee will facilitate the recording session so that you can focus on your interview and not the technical aspects!

### ***When are the interviews?***

The interview times all take place in October. Specific appointment times are as follows:

Sundays: October 1 or 8; 2pm, 3pm, 4pm ET

Mondays: October 2, 9, 16, 23, and 30; 4pm, 5pm, 6pm, 7pm ET

Wednesdays: October 4, 11, 18, and 25; 3pm, 4pm, 5pm ET

For instructions on booking an interview session, see “How Do I Book and Prepare For My Interview?” below.

### ***How long are the interviews?***

The interview session will last about 45 minutes, to allow for a quick sound check and to answer any last minute questions you may have before recording. The recordings will be lightly edited to remove the check-in part of the recording session.

### ***What do I talk about during the interview?***

Not to worry! We have provided a list of suggested questions. Use the list to select one or two questions you'd like to explore - or use the list as an idea generator for your own questions/topics to explore together! We suggest no more than two questions; if you and your interview partner plan to interview each other, we suggest just asking one question per person; it doesn't have to be the same question for both people. This way, your conversation has the best chance to flower and emerge organically, without feeling rushed.

### ***How do I book and prepare for my interview?***

The process is pretty simple:

1. Pick your interview partner. It can be a family member, a friend or neighbor, a fellow MMP seeker, etc. Reach out to them and let them know you are participating in this project. They can view this information on our website and download what they want for further reading at their convenience. Pick a time to talk with them about what you'll focus on in the interview, and whether you want to do a one-way (one person is the interviewer, the other answers) or two-way interview (each person gets a chance to be the interviewer and the interviewee). (See the Suggested Interview Questions for ideas.)
2. Sign up for a recording session: go to [maryandmarthasplace.com](http://maryandmarthasplace.com). Click on our **Events Page** and select **The Legacy Exchange Project**. From there you will click the **Request to Book** button and select the date and time of your desired interview session. Once your request has been processed, you will be sent a confirmation email containing the Zoom link.
3. Get ready for your interview.
  - a. Decide what questions/topics you want to cover in your interview session. You can have your partner interview you, or you can take turns interviewing each other, but decide this prior to the interview session. Pick 1-2 questions/topics you really want to

explore, and one other “just in case” you have time to fill. The number of questions/topics will depend on whether you are both being interviewed.

- b. Spend some time reflecting a little on what you would like to share during the interview. Please don't prepare a script or notes; we want these to be organic conversations.
- c. Think about where you will sit for your interview recording where there is good, even lighting on your face and not a lot of distractions. Sitting with a window or light behind or directly above you is not recommended as it throws you into shadows and makes you very hard to see. If you wear glasses, try to avoid having light shining directly on your glasses.

(NOTE: We strongly recommend you attend to steps d) through f) prior to your interview session. Your stories are special and we want to capture the best quality possible. If you need help with this, you can check out this **Zoom tutorial**, or ask a friend or family member who is comfortable with technology to help.)

- d. Make sure you have a device with a camera (tablet, phone, or computer) with the most current version of the Zoom app loaded so you can participate on the Zoom call. You will need to ensure that your device's software, browser and Zoom app are up-to-date *prior to* the recording session, as there will not be time to do it during the time allotted.
  - e. You will also need a strong internet connection and a quiet environment to reduce ambient noise and visual distractions on the recording. Using the device you're planning to use for the interview you can run a speed test by going on the internet to **[insert link for speed test here]**. You need an upload speed of at least 2MB to ensure a smooth connection.
  - f. Do what you can to reduce distractions during your interview time. We strongly encourage you to let other household members know when you are recording and to plan their internet/wifi activities accordingly. Remember to plan for your pets, too, so that they don't distract from your recording.
4. Sign into Zoom a few minutes before your appointment time. This will allow you time to join the call without being rushed and gives us a chance to do sound checks and answer any last minute questions before the actual interview begins.
  5. Have fun with your interview! We'll take care of pressing the record button and letting you know when it's time to wrap up your interview.

That's it!

Once you have finished your recording session, an MMP designee will walk you through the Video Release Form, where you'll have the opportunity to decide whether and how you would like to share your interview. We may lightly edit your interview to remove the sound check portion, and any "ending small talk" that is not part of the actual interview.

### ***How can I access my interview recording?***

When your interview recording is ready, you will receive instructions on how to access the recording so you can share it with friends and loved ones. You will have a month to download the recording to your own device before it is removed from the Zoom site. Once the recording is downloaded to your device, you may view it on demand and share it with your friends and loved ones if you wish.

### ***What will happen to the interview recording?***

At the end of the interview, an MMP designee will walk you through the Video Release Form to sign if you decide you would like to make your interview part of the collection of interviews MMP may draw on for the purposes set forth in the release form. Once we receive your signed form, we will lightly edit your recording to remove the initial sound check and Q&A and any "end conversations" that aren't a part of your interview.

When your edited video is ready, you'll receive a link to the recording. The recording will be available for you to download to your personal device for one year, after which it will be deleted. Further possible uses for the interview recording are set forth in the Video Release Form.