



# AMA History Program Company History Writing Guide



We at the AMA wish to preserve the history of businesses that helped model aviation become what it is today. Our mission is to document these companies and make that information available to the public, especially with modelers in mind. The histories are then added to our museum webpage and are placed in our library. We encourage you to participate in this documentation process by sending us your history so that we may pass this knowledge to future generations.

The following is a helpful guide while writing your company's history. Be sure to look through the format guidelines. Please feel free to contact the History Program desk at (765) 287-1256, Ext. 511 or [historyprogram@modelaircraft.org](mailto:historyprogram@modelaircraft.org) if you have any questions or problems. If you need any assistance with this project, please contact us. Thank you for helping us preserve the history of model aviation.

## Format Guidelines

- Typewritten company histories are nice, but not required. Send us your information any way you can and we will format it to fit our needs. If you use a computer, send us the file either through e-mail or on a disk/CD if possible.
- Include photographs of your company and its employees (past and present) and/or notable events. We will try to use as many as possible for your history. If you would like the photographs back, please make a note on the form at the end of this packet. Also, be sure to include information about the photographs for captions.
- Magazine and newspaper articles about your company are also beneficial. Include any pertinent articles or other materials and we will add them to the company's file. If you include information from an article, please cite the source and, if possible, send a photocopy of the article. Please cite sources as follows:
  - For newspapers:
    - "The Modelville Model Airplane Company contributed to the community." (John Smith, *The Daily News*, Modelville, Indiana, August 7, 1999, pg 3a).
  - For magazines:
    - "This was a terrific year for the Modelville Model Airplane Company. Its models won every event at the National Championships." (John Smith, Modelville Company Builds Winners, *Model Aviation* magazine, May 4, 1979, pg 55).
  - For books:
    - "Model aviation has been changed forever by Modelville Model Airplane Company's invention." (John Smith, *Model Aviation: Up Close and Personal*, Copyright 1997, pgs 53 – 55).

Please complete the two forms at the end of this packet and return them with the company's history to: Academy of Model Aeronautics, Attn: History Program, 5151 E. Memorial Drive, Muncie, Indiana, 47302 or to [historyprogram@modelaircraft.org](mailto:historyprogram@modelaircraft.org).

# Writing Guide

Please note that this is *only a guide and need not be followed precisely*.

Make an outline using the headings that pertain to you, such as:

- The Beginning
- Employees
- Publications
- Awards/Honors
- Community Outreach

Elaborate on each of the headings. For example, start with the questions listed below and expand upon them. You may make up your own questions to answer – and some questions below may not pertain to your company. Please note: You do not need to list the questions that you are answering in your writing.

## The Beginning

- Who was involved in the start of the company?
- When was the company founded?
- Why was the company founded?
- What offices were established in the beginning?
- What kinds of products were created/manufactured/designed? Has that changed over the years?

## Employees

- How many original employees were there?
- How many employees does the company currently have?
- What are the current employee positions?
- How have employee positions changed since the beginning?
- What are the main duties of the company's employees?

## Publications

- What publications have been/ are being produced by the company? When were the first company publications produced? How often are publications produced?
- If possible, include a list of editors and the dates they were employed. This may be added as an addendum if it would interfere with the flow of the company history.
- What are some topics covered in the publications? (If you would like to have some publications preserved in the AMA archives, please submit them with this history)
- Have other magazines and/or newspapers written articles about the company? If so, what were the articles about? When were they printed? (Please include copies of articles if they are available.)

## Awards/Honors

- What awards or honors have been presented to the company as a whole? Give details about when awards were received, who gave them to the company, and why the company received them.
- What awards or honors does the company give out? Give details about how often the awards are presented and why.

### Community Outreach

- What sort of educational programming does the company present regularly? Where, when, etc.?
- How often does the company participate in trade shows, conventions, and other related shows? Which ones?
- Does the company hold any events in which the proceeds go to charity? If so, when, for how long, etc.?
- Is the company involved in sponsoring or helping with any regional, state, or national contests? If so, what contest(s), when, where, how, etc.?
- What annual local contests does the company hold? Include details of what time of year, location, what type of models, etc.
- Have company employees ever competed in National contests? If so, how many times, what years, and what events?
- Have company employees ever competed in FAI contests? Has anyone participated in international contests? If so, how many times, what years, and what events?





# AMA History Program

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Muncie, Indiana 47302  
765-287-1256, ext. 511  
Fax: 765-281-7904



historyprogram@modelaircraft.org

Norm Rosenstock, Historian  
Jackie Shalberg, Archivist and Assistant Historian

## Company History Consent

I, \_\_\_\_\_, do hereby consent that the history of  
*(print first name and last name)*  
\_\_\_\_\_ may be used by the Academy of Model  
*(full company name and acronym, if applicable)*  
Aeronautics History Program, a division of the National Model Aviation Museum.

It is understood that the history of the company is to be kept and maintained by the Museum and Lee Renaud Memorial Library as part of its biography collection for use of AMA members, researchers and other interested parties for so long as the Museum believes the said material to be of scholarly or historical value.

I understand that some uses of this history could include, but are not limited to the following: use in displays in the National Model Aviation Museum, placement in the Lee Renaud Memorial Library and use in various AMA publications such as Model Aviation and the Cloud Nine newsletter. This consent transfers copyrights of the history to the AMA.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title (President/CEO/Historian/etc): \_\_\_\_\_

AMA Number (if applicable): \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_