

Guidance notes for completing a Book of Remembrance application form

Please take care to ensure that your entry is submitted correctly. Mistakes cannot be rectified once an entry has been inscribed onto the Book of Remembrance pages. It is important therefore that you take into account, the following:

- 1) Entries must not exceed 35 characters per line, a letter, figure, punctuation mark and space in between words counts as one character each.
- 2) Entries must consist of 2, 5, or 8 lines. Line 1 being used for the name only.
- 3) A floral crest, badge or coat of arms can **only** be accepted alongside a 5 or 8 line entry.
- 4) You must submit a copy of your chosen crest/badge/coat of arms with your entry to enable the cost to be correctly calculated. More detailed images will be charged at the higher rate and must be approved by the calligrapher before being accepted. Portraits cannot be done; images of pets will be considered, on the understanding that no guarantee can be given as to their likeness being achieved.
- 5) Images, which may be covered by a copyright, will not be accepted unless written authorisation from the copyright holder is sent to the cemeteries/crematorium office.
- 6) It is important to remember that the date displayed on the top of the page in the Book of Remembrance will not show the year, for example if your entry is for the 15th September 2004 only 15th September will appear on the top of the page to be opened, if you require the year to be shown you must do this within the text of your entry.
- 7) The council reserve the right to vary any inscription as may be found necessary or refuse any entry considered unsuitable.
- 8) Entries must be submitted within 4 months of death to ensure that they are inscribed in time for the first anniversary.
- 9) This information is sent automatically to all applicants for cremation unless otherwise stated by the applicant or Funeral Director.

Please ensure that you choose the correct crematorium for your entry, once an entry has been inscribed it cannot be removed.

