



## ST CLEMENT OF ROME

# ANTHONY SCHIEVEN MEMORIAL WALL

## ORDER FORM INSTRUCTIONS

A memorial plaque can be purchased and displayed on the Anthony Schieven Memorial Wall in memory of a deceased parishioner.

Memorial plaques are A5 (210mm by 148mm) and cost \$500 each. (An example plaque is shown with this information.)

Family genealogical information will be maintained in the Parish Office.

### HOW TO PLACE AN ORDER:

- An order form is attached.
- The font size on the plaque is “fixed”. The text on the first and last lines is “fixed”.
- There are a maximum of five lines available for variable text. Two of those lines are for the name of the deceased person at size 48 Italic Arial. The next two (2) lines (at size 24 Arial) are remembrance descriptors. These lines have a maximum of 40 characters (*including “spaces” between words*) per line. The fifth line comprises relevant dates.

### PAYMENT

- Payment may be made by cash or cheque. Cheques should be made out to “St Clement of Rome Parish”.
- Completed Order Forms should be left at the Parish Office.

### OTHER MATTERS

- The Parish Priest will check completed Order Forms before sending them to the plaque supplier.
- A “proof” of the Order will be provided to the applicant before final production of the plaque.
- Completed plaques will be attached to the Memorial Wall by members of a team of Parishioners nominated by the Parish Priest.



If you have any questions please contact the Parish Secretary on **9850 3262**, or Members of the Parish Memorial Wall Committee:

**John Bruce – 0408 995 040**

**Mark Gregor – 9850 9249**

**Rocco Gagliardi – 0413 561 784**