

## Woodland Valley Oak Memorial Plaques



Solid Oak memorial plaques are available for purchase through the Woodvale Bereavement Services team, and will be placed on a woodland grave to commemorate a loved one. The oak memorial plaque will be engraved with letters and or a simple design of your choosing.

Only approved wooden memorials will be permitted.

### How do I commission and order a memorial plaque

Your wooden memorial plaque will be unique and the dedicated staff in Brighton & Hove City Council's administration office can help, and will show you the various design options available. This will help you to consider the options before you make a choice. We recommend making an appointment to visit the Memorials Officer at the Woodvale Lodge office, off the Lewes Road Brighton. The opening hours are from 9am to 4.30pm, Monday to Friday.

The memorial plaques are made from English oak, are A4 in size and can be engraved with text and or a pictorial design. Each plaque will be attached to the top of an angled oak plinth, which will be placed in the ground at the head of the burial or interment plot.

The following guidance will help you complete the customer application form.

## **Follow these simple step by step procedures.**

### **How to commission your plaque**

From the options shown below:

- ❖ Clearly indicate the name/ sub text you would like with the year of birth and death.
- ❖ State your choice of font from the options below.
- ❖ Decide if you would like an engraved picture on the plaque.

If you decide to feature a pictorial design, you could consider something illustrative of the person's life or interests.

#### **Font options**

- |   |              |            |
|---|--------------|------------|
| 1 | Times Roman- | John Smith |
| 2 | Helvetica-   | John Smith |
| 3 | Optima-      | John Smith |
| 4 | Clarendon-   | John Smith |

#### **Sub text options**

- |   |                             |                         |
|---|-----------------------------|-------------------------|
| 1 | Times Roman-                | In Loving Memory        |
| 2 | <i>Times Roman Italics-</i> | <i>In Loving Memory</i> |
| 3 | Helvetica-                  | In Loving Memory        |
| 4 | <i>Helvetica Italics-</i>   | <i>In Loving Memory</i> |
| 5 | Optima-                     | In Loving Memory        |
| 6 | <i>Optima Italics-</i>      | <i>In Loving Memory</i> |
| 7 | Clarendon-                  | In Loving Memory        |
| 8 | <i>Clarendon Italics-</i>   | <i>In Loving Memory</i> |

**Please indicate if you would like Plain or Italic text**

**Year date sample**

1	Times Roman-	1930- 2000
2	Helvetica-	1930 - 2000
3	Optima-	1930 - 2000
4	Clarendon-	1930 - 2000

**Engraved Picture**



**Cross**



**Dove**



**Heart**



**Leaf**



**Rose**



**Teddy Bear**

Any one of these six pictures can be engraved for the set cost on the customer application form. If you would like a price for a special engraved picture on your plaque, please let us have samples of photographs, illustrations or other pictures.

## **Plaque sizes**

The memorial plaques are usually created at 200 mm tall x 300 mm wide and 40mm thick.

## **Next steps**

Once you've chosen the text and images, please complete the customer application for the memorial and hand it to the memorials officer or send it to:-

Memorials Officer, Bereavement Services,  
Woodvale Lodge,  
Lewes Road,  
Brighton, BN2 3QB  
Telephone: 01273 604020  
Fax: 01273 292320  
Minicom: (01273) 292220  
Email: woodvale@brighton-hove.gov.uk

The memorials officer will contact the supplier with your details and a full size drawing and quotation will be produced for your approval, showing you the exact layout for your text and carving.

When you confirm that you approve the design and fee, the memorials officer will take your payment in advance and place the order.

Delivery of the order will take four to six weeks from placing the order. Once the order is ready, we will notify you that it is ready to be installed at the cemetery.

**Details of our terms are contained within the customer order form.**