

# Tribute and Memorial Order Form

Only One order per form

Date \_\_\_\_\_ GW ID \_\_\_\_\_ City DB ID \_\_\_\_\_

☐

Bench

☐

Drinking Fountain

☐

Recognition

Location Name \_\_\_\_\_ Location ID \_\_\_\_\_

Donation Title \_\_\_\_\_

Donation Contact: \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

## Recognition Inscription Instructions

Inscriptions are intended to be a tribute to a person or persons. Inscriptions typically include the name(s) of the honoree(s), and may include a brief message of tribute or remembrance. Inscriptions may include the name of a business or commercial enterprise when a business is being recognized for a donation or service to the community. The inscription may not include a slogan, logo, or wording that would be considered by the average person to be advertising. In all instances, inscriptions may not include reference to race, religion, color, deity, ethnic heritage, sexual orientation, disability status, or political affiliation. Number of characters is limited to space sizing below, punctuation marks and spaces count as a character.

***All inscriptions are subject to approval by Parks and Recreation***


Date \_\_\_\_\_ Parks & Rec. Inscription Approval \_\_\_\_\_

**Donor Authorization: I have reviewed the recognition proof and approve for ordering/installation.**

**Donor Signature** \_\_\_\_\_

### PLANNING & CONSTRUCTION USR ONLY

P & C Notified	Date _____	Initial _____
Inscription Approved	Date _____	Initial _____
Proof Approved Donor	Date _____	Initial _____
Memorial Ordered	Date _____	Initial _____
Plaque Ordered	Date _____	Initial _____
Memorial Installed	Date _____	Initial _____
Plaque Installed	Date _____	Initial _____
Inventory Updated	Date _____	Initial _____
GIS Updated	Date _____	Initial _____
LPF Notified	Date _____	Initial _____
LPF Invoiced	Date _____	Initial _____
LPF Pmt. Rec.	Date _____	Initial _____
P & C File Closed	Date _____	Initial _____



**Completed form must be returned by:** \_\_\_\_\_

**For Installation Period :** \_\_\_\_\_

**Return Completed Form**  
 Planning & Construction  
 Lincoln Parks & Recreation  
 2740 A St.  
 Lincoln, NE 68506