



MEMORIAL PLAQUE PROCESS

The following will help memorial plaque and bench applicants better understand the process. Timing is about three months from the end of a calendar quarter to installation.

1. Applications for memorial plaques and benches are accepted year round.
2. Once an application is received, the applicant will be emailed a copy of their plaque draft for approval.
3. Plaques and benches are only ordered four times a year, at the end of each calendar quarter. First quarter is January through March, second quarter is April through June, third quarter is July through September and fourth quarter is October through December.
4. At the end of each quarter when we know how many plaques and or benches are being ordered we get pricing from our vendors.
5. Once pricing is received, each applicant is emailed an invoice. No plaques or benches for the quarter can be order until all applicants have paid.
6. When all payments are received, plaques and benches are ordered.
7. The plaque vendor will create digital proofs of the bronze plaques that are emailed to each applicant. Once each applicant has approved their proof, all the plaques can be ordered.
8. The amount of time the vendor takes to create the plaques is not in the Borough's control but once the plaques are received, our Public Works Department typically gets everything installed in about two weeks.