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TOWN OF LISBON PARK DEPARTMENT

Office: 262-246-7266 Fax: 262-820-2026

Memorial Request Form Customer Instructions

Contact for Memorials: John Greiten 262-246-7266

1. The gift givers must fill out a Memorial request form, and return the form to the Lisbon Town Hall (address at top of request form). Please fill out section 1, and the "Words on Memorial Plaque" section.
2. **Location for Memorial:** Call John Greiten at 262-246-7266 to set up a time to meet with you to discuss your location of your tree/ bench. To help keep order of tree stock in the Lisbon park system, the Park Superintendent has the final say of location of tree and time of planting of tree (if needed).
3. **Picking out your tree:** John will meet you at Johnson's Nursery to pick out the Memorial Tree for the Town of Lisbon. You will receive the Town's discount and will be invoiced for the tree that you pick out along with the plaque cost. John will then return the forms to the Town Hall for processing. If you choose to go to a different nursery for your tree, you will have to pay for the tree right away. In the event that you choose to go to some other nursery the Town Hall will not invoice you for the tree, only invoice you on the cost of the plaque.
4. **Park Bench:** You may purchase your own bench and plaque at your cost or the Park Department will pick out a bench, and you can be invoiced for the cost of a bench and plaque from the Town hall.
5. **Words on Memorial Plaque:** (size of plaque is 3 ½"x10" for tree, 1 ½" x 4" for bench). The Memorial plaque will be processed exactly as shown on this form, so please check over spelling and wording of plaque (print legibly). The plaques can take up to 15-20 days to complete. Remember space is limited on the plaque; messages should be kept short so it will be easier to read. The park superintendent will notify the contact person when the memorial project is completed.
6. **Helpful Guide of tree species for your convenience:** Emerald Queen Norway Maple, Red Crimson King Maple, Profusion Crab Apple, Redmond Linden these are just a few of the hardy trees that will do well in this area of the state.

Request #: _____

Memorial Request Form

Section 1 – Requester Information

Date of Request: _____

Name: _____

Address: _____
Street City State Zip

Contact Information: _____
Daytime Phone Email

Section 2 – Memorial Information * *You will be invoiced for the price of tree/bench and plaque

TYPE OF MEMORIAL	QTY	COST/ITEM	PRICE	ID
Tree				
Bench				
Plaque				
Other – Please Indicate Below				
TOTALS			PAID	

(Remember to include the Plaque Fee when computing the price.)

Location for Memorial: _____

Words on Memorial Plaque: _____

The Memorial Plaque will be processed exactly as shown on this form so ***please print legibly*** and double check what you have written.