**Commemoration Request Form**

Applicants are advised to read the University’s Memorial and Commemoration [Policy and Procedure](https://www.essex.ac.uk/staff/building-and-maintenance-services/estate-management-helpdesk), before completing this application form.

Please note that the information provided on this application, and any additional supporting evidence you choose to submit with it, will form the basis of the University’s consideration of the request.

Once completed please send to [ems-helpdesk@essex.ac.uk](mailto:ems-helpdesk@essex.ac.uk)

**Date of Request:** Click or tap to enter a date.

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| 1. **Application request by** |
| **Title**: Click or tap here to enter text.  **First name**: Click or tap here to enter text.  **Last name**: Click or tap here to enter text.  **Postal address**: Click or tap here to enter text.  **Email**: Click or tap here to enter text.  **Tel**: Click or tap here to enter text.  **Relationship to deceased**: Click or tap here to enter text. |

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| 1. **Commemoration in remembrance of** |
| **Title**: Click or tap here to enter text.  **First name**: Click or tap here to enter text.  **Surname**: Click or tap here to enter text.  **Date of birth**: Click or tap to enter a date.  **Date of passing**: Click or tap to enter a date.  **Staff or student**: Choose an item.  **Current or past**: Choose an item.  **Course/department**: Click or tap here to enter text.  **Course/employment start date**: Click or tap to enter a date.  **Any other information**: Click or tap here to enter text. |

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| 1. **Commemoration time and date**   *Please choose from select option A, B or C below.*  *\*Please note times and dates will be reviewed against university events as part of the approval process* |
| **Option A – Leaf installation only.**  **Select ‘YES’ or ‘NO’.** Choose an item.  **If ‘YES’ please complete this section and then go to section 5.**  Leaf to be installed by Click or tap to enter a date.  **Option B – Leaf installation and small informal service.**  **Select ‘YES’ or ‘NO’.** Choose an item.  **If ‘YES’ please complete this section and section 5.**  Date of commemoration: Click or tap to enter a date.  Time of commemoration: Click or tap here to enter text.  Forecasted numbers attending: Click or tap here to enter text.  **Option C – Leaf installation and formal service.**  **Select ‘YES’ or ‘NO’.** Choose an item.  **If ‘YES’ please complete this section and section 4 and 5.**  Date of commemoration: Click or tap to enter a date.  Time of commemoration: Click or tap here to enter text.  Forecasted numbers attending: Click or tap here to enter text. |

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| 1. **Formal commemoration service**   *\*Please note Estate Management Section do not arrange or organise formal commemoration services but require details of the proposals to determine if they are suitable in the context of the wider operations of the University.* |
| **Overview: *i.e., general plan for event***  Click or tap here to enter text.  **Host of ceremony**:  Click or tap here to enter text.  **Others with roles/responsibilities:**  Click or tap here to enter text.  **Full details/itinerary: *i.e., timings of stages of ceremony***  Click or tap here to enter text. |

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| 1. **Privacy Notice** |
| *The University will retain the personal information provided on this form as necessary to facilitate the commemoration. The data you provide will be stored by the Estates Helpdesk and our Grounds department and will not be shared with any other department or faculty of the University.*  ***If your application is successful***  *As the commemoration will be permanent, we will retain the information provided on this form for steps 1 and 2 permanently. Details of the commemoration service will be retained for 6 years following the event.*  *The name and any other text to be engraved will be provided by an external engraver.*  ***If your application is unsuccessful***  *The University will retain your application information for 1 year and then securely delete it.*  *The University's full privacy statement is available at* [*https://www.essex.ac.uk/disclaimer/privacy-statements*](https://www.essex.ac.uk/disclaimer/privacy-statements) |

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| 1. **Requestee declaration** |
| I hereby state that to the best of my knowledge the above information is correct and confirm that I have read theUniversity’s Memorial and Commemoration [Policy and Procedure](https://www.essex.ac.uk/staff/building-and-maintenance-services/estate-management-helpdesk), before completing this application form.  **Signed:** Click or tap here to enter text. **Date:**Click or tap to enter a date. |

**This page is for OFFICE USE ONLY**

Memorial information

Date: Click or tap to enter a date.

Time: Click or tap here to enter text.

Call log number: Click or tap here to enter text.

**SIGNATURES FOR APPROVAL**

**Grounds Manager**

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| Signed: Click or tap here to enter text. | Date: Click or tap to enter a date. |

**Head of Customer Services**

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| APPROVED | NOT APPROVED |
| Any other information  Click or tap here to enter text. | |
| Signed: Click or tap here to enter text. | Date: Click or tap to enter a date. |

**ACTIONS POST-APPROVAL**

Commemoration leaf sent for engraving (date): Click or tap to enter a date.

Commemoration leaf returned from engraving (date): Click or tap to enter a date.