

**MEMORIAL ENGRAVING ORDER FORM**  
**First Parish in Needham, Unitarian Universalist**



Use this form to request that the name of a deceased loved one be engraved on a glass panel in the windows overlooking the Memorial Garden at First Parish.

**Eligibility:** Persons eligible for this program include deceased members and friends of the church, immediate family members of members and friends, and others who had a spiritual connection to First Parish and Unitarian Universalism.

**Guidelines:** The engraved name may not exceed 30 characters in length. All spaces and punctuations are included in the character count. We do not use prefixes and honorifics such as “Mr.,” “Mrs.,” “Dr.,” “Esq.,” “Ph.D.,” etc. on the memorial panels, and abbreviations are discouraged. Please note that engraving is a permanent process, thus a name once placed on a glass panel cannot be removed or altered without replacing the entire panel.

**Sample Name:** Mary Ellen Kennedy  
1919-2005

**Name to be engraved:**

Please print \_\_\_\_\_

**Birth Year – Death Year:** \_\_\_\_\_

**Requestor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Tel. Number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Relationship to deceased:** \_\_\_\_\_  
\_\_\_\_\_

<b>Engraving Fee</b> .....	\$250.
<b>Additional donation for Memorial Garden maintenance</b> .....	_____
<b>Total</b> .....	_____

Please make checks payable to *First Parish in Needham Unitarian Universalist*.

Engraving is normally done once every year, usually in the late Spring or early Summer.

Request Acknowledged By/Date: \_\_\_\_\_ / \_\_\_\_/\_\_\_\_