



QEII Memorial Garden, Kelston Close, Yate

Guidelines for Plaques

- They need to be Acrylic or Laminate
- Colours permitted are:-
 - Black (with white lettering)
 - Gold (with white or black lettering)
 - Silver (with black lettering)
- Maximum dimensions of plaque :-
 - 20cm x 6cm (8inch x 2 inch)
- Approximate number of words to fit on 20cm x 6cm plaque = 35 – 40
- Font type to be either:-
 - Times New Roman
 - **Gill Sans**
 - Plain

(or near as possible to one of the above).
- No holes are needed in the plaque (as it will be stuck to the brick).
- Other guidelines.....
 - Year of Birth / Death (this is optional – you don't have to include)
 - Please use full Christian Name and Surname of person being remembered (middle names are optional)
 - If person was known by a nickname – shortened version of name this can be included in brackets after full name (so long as it isn't rude)
 - Only one person / plaque
 - Wording to be approved by Clerk before you order plaque