City of Longmont

PLAQUE ORDERING FORM

The City of Longmont permits the installation of a donated plaque with park benches provided it meets the criteria of the Department's donation plaque as stated below. **All plaques must be approved by the Parks Manager, or designee, before the donor orders the plaque.**

This plaque has been approved by a Parks designee:

Name: **Date:**
Title:

Sample Picture of Optional commemorative plaque:
Cast Bronze Plaque 7" x 4" with raised letters in bronze and a dark ripple brown background. You may have up to six (6) lines of engraving with maximum 40 characters per line. Price includes custom plaque installation. One plaque per bench permitted. **Please contact Leisure Time Awards directly for pricing, formatting and to order. Payment will be made directly to Leisure Time Awards either at the time of pickup or upon shipment of plaque, by check or credit card**. Please allow 6 – 8 weeks for plaque.

Clearly print your message below for each plaque ordered. Enter letters, numerals, punctuation and spaces with only one per box, starting at the left. All messages will automatically be centered on the plaque. If a line uses a mix of UPPER & lower case letters, you can fit 40 characters per line. If all UPPER case lettering is used on a line, 40 characters will fit. Counting the characters per line does include all letters, numerals, punctuation and spaces. **Check with Leisure Time Awards for formatting correctness.**

To Order please contact: Kristie, Leisure Time Awards, phone: 303-449-3651, in person 1750 30th St., Ste 77A, Boulder, CO 80301 or send an email to: kristie@leisuretimeawards.com, **to order your plaque.**

Your Name:_____

Phone Number:
_____

Address:
_____

Email Address:
_____