

www.nmm.ac.uk/memorials

The information with an asterisk (*) must be filled in. The more information you can give us the better.

About you

Mr/ Mrs/ Ms/ Miss/ Dr/ Prof _____

*Your full name _____

Please tick here if you DO NOT wish to be credited when the memorial is published

*Address _____

*Postcode _____

Telephone _____

We will only use your address details if we need to confirm details about the memorial. They will not be passed on to anyone else.

About the memorial

Memorial location

*Place or city _____ County _____

*Country _____

Site (e.g. St Thomas' Church) _____

Position (e.g. in the churchyard) _____

Other location details _____

Memorial details

What type of memorial is it? (e.g. headstone, statue) _____

Artist _____

Role if known (e.g. sculptor) _____

Materials _____

Dimensions _____

Description and any additional decorative details _____

*Transcript : (record inscription in full here) _____

Other comments

Photographs

If you are sending a photograph, please be aware that we are unable to return your photograph to you. Do not fax any photographs as the quality will be too low for use. Please make sure you read and sign the copyright statement below.

I confirm that I am the Copyright holder and hereby grant the National Maritime Museum full permission to use my photo(s) for use on the Maritime memorials website. These images will not infringe the Copyright or any other right of any third party.

Signature

Date

Please send your completed form to:

Barbara Tomlinson
National Maritime Museum, Greenwich,
LONDON, SE10 9NF

Fax: 0208 123 4454

Notes for recorders

Location

Please include county as well as village and name of church or other site. If you are recording a statue or memorial not in a church or cemetery, give the name of the street or park.

The following terms should cover most memorials:

- **In churchyards and cemeteries:** headstone, chest tomb (rectangular), mausoleum, obelisk, cross, ledger (horizontal slab), coped stone (horizontal pitched roof shape), memorial
- **In public places:** memorial, statue
- **In churches:** window, wall tablet, brass, monument, ledger, plaque, tile, effigy (usually on a tomb chest)

Artist

Include his role if known (mason, sculptor, architect etc). Is the monument signed?

Dimensions

Not essential to include this data, but measure in centimetres if the memorial is accessible.

Transcript

Record inscription in full with original spelling, capitalisation and punctuation, indicate ends of lines by forward slashes.

Description

Record any carving or decoration and take a photograph if you can.

Reference books

Frederick Burgess
English Churchyard Memorials
(Lutterworth Press, 1963)

Thomas Cocke, Donald Finley, Richards Halsey, Elizabeth Williamson
Recording a church: an illustrated glossary
(Council for British Archaeology, 1996)

Harold Mytum
Recording and analysing graveyards
(Council for British Archaeology, 2000)