



Maritime Memorial Application



Thank you for your interest in the Maritime Memorial and this unique tribute to your friend or family member.

Due Date: The following timeline will be used for applications and reviews:

- November 30: Custom Graphic Applications Due
- December 1-January 15: UMMC Reviews Custom Graphics
- January 16-31: Resubmission Period for Updated Custom Graphics
- February 20: Final Approval/Denial Date of Custom Graphics, Review of all Inscription Requests
- February 21-28: Resubmission Period for Requested Changes to Graphics/Inscriptions
- March 1: Final Submission Date for Current Year Engravings
- March 15: UMMC Certifies Final Engraving Application List
- March 31: Engraving List is Submitted to Contractor for Engravings to be Completed by Memorial Day

Dedication Ceremony: The Maritime Memorial Wall dedication ceremony typically takes place annually on Memorial Day at 3pm, and is held by the Uniontown Association. The names of every person on the wall will be read at each ceremony.

Cost: The cost of a plaque is \$500.00 if selecting a stock graphic that has previously been engraved on the Maritime Memorial Wall (see attached list); please submit payment in full at the time of application submission.

Custom Graphic: A submission for a custom graphic may be made for an additional \$150.00. Custom graphics must comply with the City of Astoria's memorials and engravings policy, below, and will be reviewed by the City of Astoria and the Maritime Memorial Committee for approval. The finished product will be in line-art style, similar to current graphics. A photo or artwork of the graphic you are seeking should be submitted as part of the application. *Not all custom graphic requests will be accepted by the Committee, please refer to the timeline above.*

Size of Engraving: Individual plaques on the Maritime Memorial Wall are 4" X 12". Please see the following page for an example.

Approval of Application: The Maritime Memorial Committee meets annually between December and January to approve Maritime Memorial applications. The committee may reach out to applicants to gain clarification or request a change, particularly if the graphic and/or inscription is not obviously and directly maritime related. In the rare instance an application is denied, a refund will be granted in full.

Engraving Schedule: Following the Maritime Memorial Committee's approval of applications, a contractor is selected to complete the engravings, typically between April and May when the weather is clear and dry.

"Living Applicants": Payment cannot be taken in advance for an engraving after death. Plaques can only be reserved for deceased individuals, and prepayment is not an option. Should an individual want to make a request to be placed on the Maritime Memorial Wall after their passing, the Astoria Parks and Recreation Department can provide a certificate to assist in communicating these wishes to next of kin and/or the estate after death. Final submission of the Maritime Memorial application and payment in full according to the costs at the time will be expected from the designated submitter.

Group Placements: Plaques may be placed together or in sequence, however alignment and orientation is not guaranteed on the Maritime Memorial Wall. The plaques must be purchased together, at the same time, and must be indicated on the application form.

Tax Deduction: The fee paid towards a Maritime Memorial Wall plaque is tax deductible under IRS Code Section 170(c)(1); please save your receipt as proof of payment.

Maritime Memorial Policies:

- All memorials, engravings, and commemorations at Park sites are not intended to be used as a forum for statements regarding gender, gender identity, sexual orientation, race, religion, sports, entertainment or political statements.
- Engravings shall be limited to name, year of birth and year of death, personalized graphic and/or a limited inscription. Two lines of additional text/inscription may be engraved in lieu of a graphic.

(Maritime Memorial Application Cont'd)

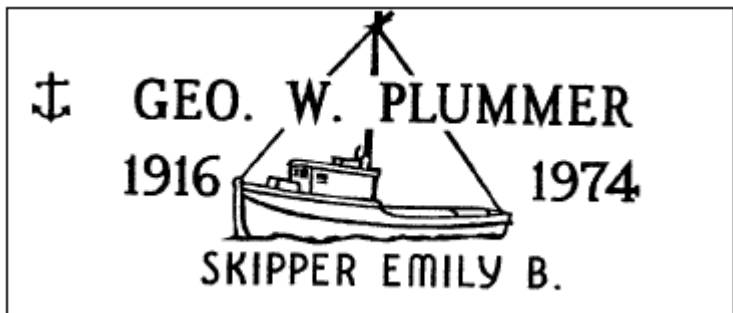
- A clear maritime relationship of the person being memorialized must be demonstrated, and the graphic and the inscription on a plaque on the Maritime Memorial Wall must be maritime-related in some way. Maritime relationships can include maritime employment, affinity for maritime/riverine environments, family ties to maritime/riverine settings, etc. City staff and the Maritime Memorial Committee will review applications for appropriateness and final approval.
- No more than 1 person's name will be engraved on each plaque.
- Only names of deceased persons (no animals, businesses) may be engraved.
- An anchor will be engraved by the name of any person who died at sea. It is not required that the person have been "lost at sea."
- Wall spaces cannot be selected and specific requests for plaque placement may be denied. Engravings are done in sequence beginning with the first panel at the end of the wall (either left to right or vice versa) and continue down the wall.

Examples of Inscription Updates to Include Maritime/Riverine Connection:

"Builder"	Add Maritime Relationship: "Builder of Ships", "Builder of Canneries"
"Logger"	Add Maritime Relationship: "River Logger", "Logger by the Columbia"
"Mom"	Add Maritime Relationship: "Mom Loved the River"

(Maritime Memorial Application Cont'd)

Example 4 "X 12" Plaque (not to scale):



Directions: Use one box for each letter, space, or symbol to be engraved on the memorial. Engravings will be done as you specify on this form, so please print clearly and be sure that spelling and dates are correct. The name (nicknames are ok), year of birth and year of death must be included. Either a graphic, inscription, or both are required on each plaque to accompany names and dates. The phonetic spelling is optional but may be included to assist with pronunciation at the annual dedication ceremony.

Name of Person To Be Listed (18 characters):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Phonetic Spelling (Optional): _____

Year of Birth: _____ **Year of Death:** _____

Stock Graphic

Custom Graphic (Additional \$150)

Graphic ID: _____

No Graphic

Inscription (23 characters Max):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Two Additional Lines of Inscription ONLY IF No Graphic Is Selected:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

If the Inscription is Not Directly and Obviously Maritime Related, Please Give Reason for How it is Maritime Related:

Did The Person Die At Sea? Yes No

If Yes, Where Did They Die (ex: Columbia River Bar, Sea, etc.)? _____

(Maritime Memorial Application Cont'd)

Is this Application Part of a Group Placement (plaques for group placement must be purchased together)? Y N If

Yes, What Other Names Are Part of The Group? _____

If Selecting a Custom Graphic, Please Attach the Photo or Artwork to be Used and Explain its Maritime Connection Here:

Additional Notes (if rating or rank are included as an acronym on the name or inscription, please include full spelling here): _____

Payment: Payment in full is due at time of submission. Please make checks payable to "City of Astoria"; credit card payments can be taken (over the phone or in person) with coordination from the Astoria Parks and Recreation Dept. Please call us to make payments or with questions at (503) 325-7027.

Submission: Please submit the application and payment by mail, email: parksinfo@astoria.or.us, or in person at the Astoria Aquatic Center at 1997 Marine Dr., Astoria, OR 97103.

Person Submitting Application:

Name: _____ Phone: _____

Mailing Address: _____

Email Address (Required To Send Proof): _____

Relationship To The Deceased: _____ Amount Paid: _____

(Maritime Memorial Application Cont'd)

For Office Use Only

Date Submitted: _____ Wall Entry #: _____ Amount Paid: _____

Donor Name: _____ Memorial Name: _____

Paid By: Cash Check Credit Card Other: _____ Receipt #: _____

Information Entered Into RecTrac: By Whom: _____

Application Scanned and Attached to HH in Rec Trac: By Whom: _____

Memorial Name Added to Master Log: By Whom: _____

Proof of Engraving Sent to Applicant: Date: _____ By Whom: _____

Proof Approved By Applicant: Yes No (If no response from applicant, mark yes) Date: _____

Notes: _____
