

## Mishkan Shalom – Yahrzeit Memorial Donor Rules and Guidelines

Mishkan Shalom's Yahrzeit Memorial is now in place along the exterior wall adjacent to the main stairway landing between the Second and Third Floors. The memorial, administered by the Aesthetics Committee, includes glass tiles with inscribed names, each to hang from a supporting structure above. The following rules and guidelines apply to the process of purchasing, providing text and approving glass tiles with names for the Mishkan Shalom Yahrzeit Memorial:

1. **Cost:** The cost of each tile is \$180. Payment is required by check or online prior to placement of order. There is no limit to the amount of tiles a person may order. Make out checks to Mishkan Shalom with "Yahrzeit Memorial" written on the memo line. Send orders with payment to Mishkan Shalom, c/o Yahrzeit Memorial Administrative Committee, 4101 Freeland Avenue, Philadelphia, PA 19128.
2. **Glass Tiles:**



**Size and Color:** Each glass tile is nominally 3" x 5" of single layer light amber glass (per samples at left). The size and color of the tiles are not adjustable.

### Tile Text Rules and Guidelines:

- 2.1 Each tile has uniform lettering style with black text and all capital letters.
- 2.2 Maximum three lines per tile.
- 2.3 Maximum 12 characters per line (not including spaces or punctuation marks).
- 2.4 Text (in English only) to include name of memorialized person **or** place.
- 2.5 Each tile may include first, middle and last name and suffix of one person printed in the center of the tile in the sample text font (subject to 2.2-2.4 above).

### Tile Fabrication Guidelines:

- 2.6 Each tile, when fired, has slightly rounded corners and concave sides (see samples).
- 2.7 Each tile has two drilled holes, one in each top corner, standardized in the same location for each tile, for hanging from the support structure.

### 3. Tile Ordering and Approval Process:

- 3.1 Upon receipt of sufficient paid orders with memorial name designations, the Aesthetics Committee ("Committee") places an order with the contracted glass craftsperson, who then provides a computerized sample of the names as they will appear on the tiles.
- 3.2 The Committee representative e-mails the sample name to each donor. The donor then has a maximum of ten (10) calendar days to respond in writing with approval or changes to the text. **After receiving the donor's approval**, the representative informs the glass craftsperson to proceed with tile fabrication. If revisions to the image are required (e.g., word spacing, centering, spelling, number of lines), the process repeats until final approval. **Once approved, no changes are permitted.**

### 4. Installation:

- 4.1 After a sufficient number of tiles are ordered, approved, fabricated and accepted by the Committee, the Committee authorizes installation. The hanging tiles are organized by Hebrew month of death. (If the month is unknown, the donor may choose a month or have the tile(s) in a separate, non-month-designated section.)
- 4.2 The Yahrzeit Memorial is intended as a "living" remembrance and will continue to grow as additional groups of tiles are requested and ordered.

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### MISHKAN SHALOM YAHRZEIT MEMORIAL ORDER FORM (one form per tile order) PLEASE PRINT LEGIBLY or TYPE

NAME on MEMORIAL & DONOR INFORMATION:													
NAME on MEMORIAL: LINE 1:													
LINE 2:													
LINE 3:													
HEBREW MONTH OF DEATH		Place "X" in appropriate month's box. "No Month" section is if month is unknown. For approximate English month equivalents, see <a href="http://www.jewfaq.org/calendar.htm">http://www.jewfaq.org/calendar.htm</a> and <a href="http://www.shamash.org/trb/yahr/">http://www.shamash.org/trb/yahr/</a>											
Tishri	Cheshvan	Kislev	Tevet	Shevat	Adar	Nisan	Iyar	Sivan	Tammuz	Av	Elul	No month	
PAYMENT AMOUNT:													
DONOR NAME(S):													
DONOR ADDRESS: STREET:													
CITY, STATE, ZIP:													
DONOR E-MAIL:													
DONOR TELEPHONE NUMBERS: (Check (X) best # to reach person)		Home:			Work:			Cell:					
FOR ADMINISTRATIVE USE ONLY:		DATE:					BY:						
ORDER #:													
DATE ORDER RECEIVED:													
DATE PAYMENT RECEIVED:													
NAME SENT to ARTIST:													
ARTIST PROOF RECEIVED:													
DONOR APPROVAL RECEIVED:													
REVISION(S) needed (see Notes):													
APPROVAL to ARTIST:													
TILE RECEIVED / APPROVED:													
TILE RECEIVED / REJECTED:													
INSTALLATION:													
NOTES:													