

BURIAL PLAQUES

Selection Guide



METROPOLITAN
CEMETERIES BOARD



CHOOSING A BURIAL PLAQUE

This guide is designed for families wanting to place a plaque upon a burial plot to honour and remember someone close. We hope the information provided in this guide will help you with important decisions during a difficult time.

As standard plaques can take up to eight weeks to be dispatched from the foundry, we strongly advise that you schedule an appointment with one of our experienced and understanding staff at your preferred cemetery.

OUR CEMETERY LOCATIONS:

Fremantle Cemetery
Carrington Street Palmyra WA

Karrakatta Cemetery
Railway Road Karrakatta WA

Pinnaroo Valley Memorial Park
Whitfords Avenue Padbury WA

Rockingham Regional Memorial Park
Baldivis Road Baldivis WA

Telephone: 1300 793 109



BURIAL PLAQUES

Plaques are available in two sizes; **380 x 280mm** and **560 x 305mm**.

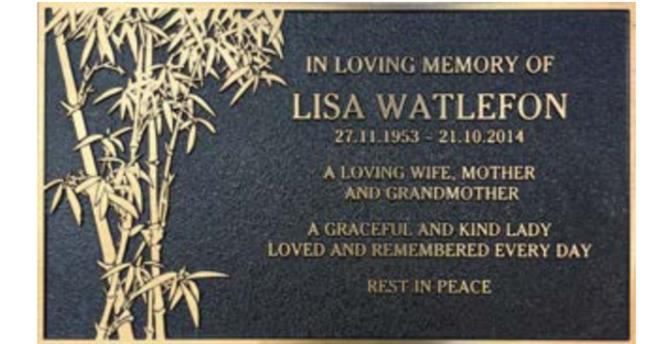
A total of two burial plaques can be placed at each burial location with a maximum of two commemorations per plaque.

Both plaques offer a variety of options to enhance your commemoration including, but not limited to, colours, photographs, borders and fonts.

When selecting your plaque, you should bear in mind the possibility of additional interments at the site and whether or not you may wish to commemorate these individuals in the future. This may influence the plaque that you choose now.

For those families who envisage additional interments, a dual conversion plaque offers the greatest level of flexibility as the entire plaque will not need to be replaced for additional commemorations. This reduces the overall cost for the second commemoration. These plaques are generally utilised for commemorations where both interments have the same surname. A smaller plaque with a basic name and date is added to the existing large plaque when a second commemoration is required.

Fees for the various plaques and the associated options are reviewed on an annual basis and, accordingly, have not been incorporated within this brochure. If not provided to you with this guide, the supplementary price list can be requested by contacting our office on 1300 793 109. Alternatively, a copy of the price list can be downloaded from our website located at www.mcb.wa.gov.au



WHO CAN MAKE THE ARRANGEMENTS FOR A BURIAL PLAQUE?

The Grantee, as the holder of the Grant (tenure agreement) for the plot, has the right to make arrangements for the burial plaque.

In instances where the original Grantee is deceased, the individual who applied for the burial (referred to as the *Applicant for Burial*) has the authority.

The Grantee or the Applicant may also, at their discretion, sign over this permission to a third party to make arrangements. In the vast majority of circumstances this third party will be a family member.

In instances where the Grant on the plot has expired, a new Grant must be purchased prior to the placement of a plaque.

Board staff are unable to progress any arrangements unless these guidelines are met.



PLAQUE OPTIONS

POPULAR PLAQUE DESIGNS AND OPTIONS:

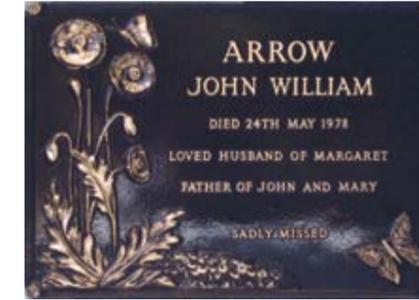
Whilst not all encompassing, the following pages show examples of the most popular plaque designs and options that have been selected by families.

Developed by plaque manufacturers in response to repeated requests from families, a design plaque is a unique way to incorporate a theme into your plaque whilst still allowing enough space for an inscription. Many of the plaques are available in both a single and dual conversion configuration.

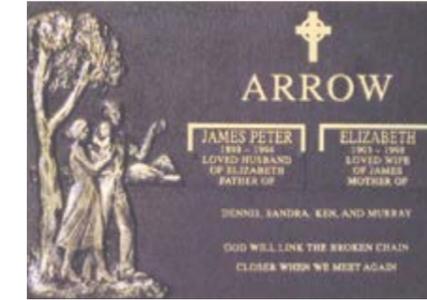
If not opting for one of the pre-designed plaques, you can simply design your own. Additional charges may apply.

When preparing for your consultation, we suggest that you review these pages prior and make a note of any designs, borders, emblems, colours or other options that you like. In many instances there are cast bronze examples that you will be able to view during your consultation.

Fees and charges may vary across the samples.



Affection



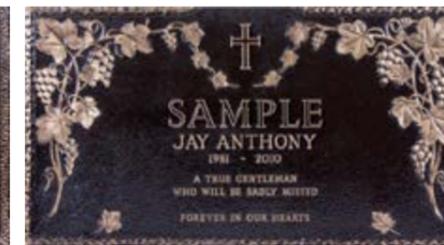
Memories (Dual Conversion)



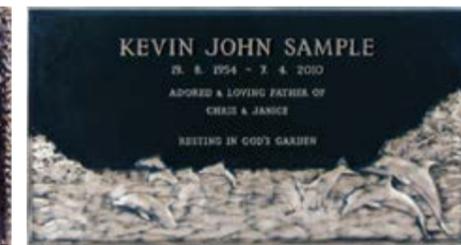
Sweet Dreams



Perpetual Rose



Floral Vine



Dolphins

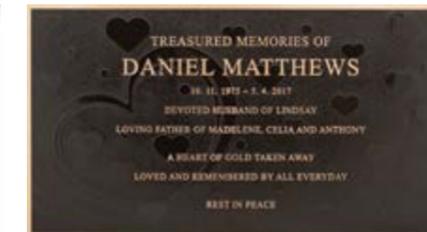
SHADOWLINE

Shadowline plaques have individual themed designs in the background of the plaque for that subtle unique look.

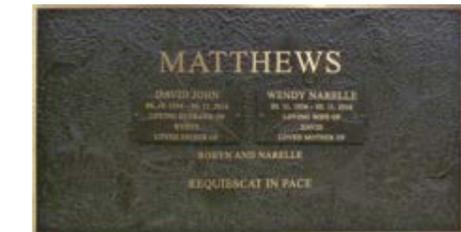
Samples of popular designs include:



Roses



Heart



Seashells (Dual Conversion)

PLAQUE OPTIONS



Dancing Couple



Mother and Child



Wattle



Dolphin



Angel Reaching Out



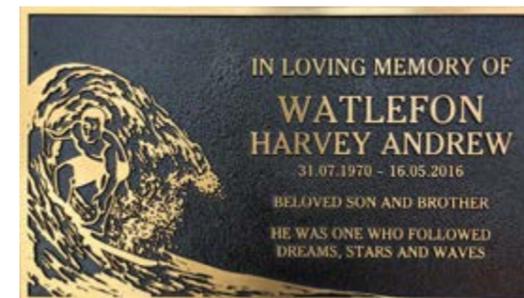
Eucalypt (Dual Conversion)

ARTISAN SERIES

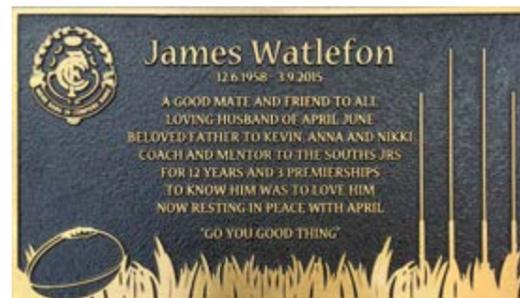
This series offers a range of flat relief drawing backgrounds to suit individual needs.



Beach Sunset



Surfer



AFL

EMBLEMS

There are two categories of emblems – Flat Relief and Bas Relief.

A Flat Relief emblem details the outline of an image.



A Bas Relief emblem is a raised, sculptured 3D image.



There are countless emblems that can be inserted onto plaques. Each engraver has a list of categories to choose from. Some of the popular categories include Animals, Sport and Recreation, Religion, Multicultural, Transport and Flora.

Discuss your emblem selection(s) with your consultant to ensure suitable style and availability.

PLAQUE COLOUR OPTIONS

Unless stated otherwise, all plaques are provided in the traditional brown colour. For those wishing to change their plaque colour, a variety of colour options are available. Samples of the most popular colours are provided below. A number of additional colours are offered. Samples can be perused in our offices. Colour shades may vary from those pictured.



Plaque colour is a personal preference, however it should be noted that lighter colours (whites, pinks, pale blues) do tend to discolour at a faster rate in our harsh climate.

Whilst some families opt to refurbish their plaque, and have the paint replaced, it is important to note that the inherent characteristics of bronze make the traditional patina eventually inevitable.

Families can prolong the life of their plaque by following the guidelines outlined within the 'Care and Maintenance' section of this guide.

INSCRIPTION GUIDELINES

Development of a heartfelt and considered inscription is a difficult task for many families and one that takes significant, and often collective thought.

Prior to coming to your scheduled consultation, we would ask that you consider your inscription and come with a draft inscription prepared.

So as to ensure legibility of inscriptions, each plaque size generally comes with recommended inscription guidelines. These guidelines include an allocation for the *Surname Text*, *Name Text* and *General Text*.

The allocation includes the number of characters (letters and numbers) and the number of lines (rows) on the plaque. Each letter or number, including any punctuation and spaces between words is included within the character allowance.

- The *Surname Text* is generally the family name of the deceased
- The *Name Text* is the first name (or names) of the deceased
- The *General Text* is normally the inscription comprising a personal message and key dates.

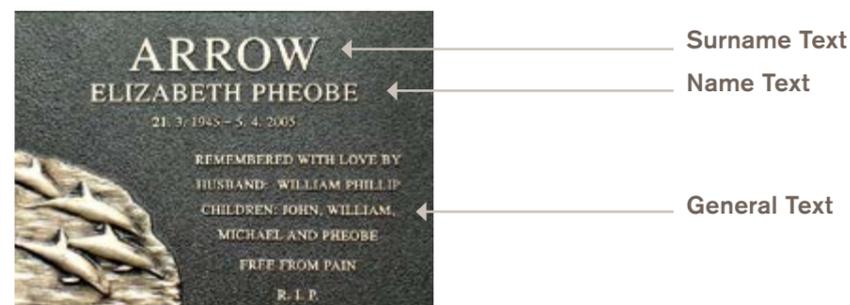
Although extra lines can sometimes be added, this may reduce the legibility of the plaque or reduce the space for the placement of motifs, borders, designs or photographs.

When drafting your inscription, please be sure of spelling and punctuation.

If a proof is requested, you will have the opportunity to check that all details are correct.

Whilst our staff will take all care possible in the entering of inscriptions into the plaque ordering systems, the overall responsibility for what will appear on the plaque rests with the family at the point when the proof is provided for approval.

Depending on whether you choose a 380 x 280mm or 560 x 305mm plaque, the following inscription allowances generally apply. Whilst these may change slightly depending on the options added to a plaque, they offer a broad guideline that can be used to develop a draft inscription prior to a consultation.



Traditional Inscriptions:

Whilst many families opt to develop a personal inscription, there are an equal number of families who decide to place a traditional yet equally heartfelt inscription on the plaque.

Inscriptions within the *Name Text* generally includes the name of the deceased. The *General Text* generally includes the key dates, an acknowledgement of family associations (husband/wife/partner, children, grandchildren etc). This is then followed by a short inscription to the departed.

INSCRIPTION GUIDELINES

SINGLE PLAQUES (COMMEMORATING ONE NAME)

8 lines of inscription includes:

- 1 *Surname Text* line consisting of 16 characters (including spaces)
- 1 or 2 *Name Text* lines consisting of 24 characters (including spaces)
- Remainder of inscription (*General Text*) comprising of 40 characters (including spaces) per line
- Foreign text is available. Fee applies.

DUAL CONVERSION PLAQUES (COMMEMORATING TWO NAMES WITH COMMON SURNAME)

8 lines of inscription includes:

- 1 *Surname Text* line consisting of 16 characters (including spaces)
- 5 lines consisting of 18 characters (including spaces) per line on the detachable plate
- 2 lines of inscription consisting of 40 characters (including spaces) per line.

Counting your characters

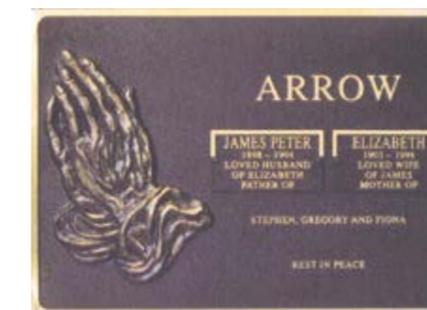
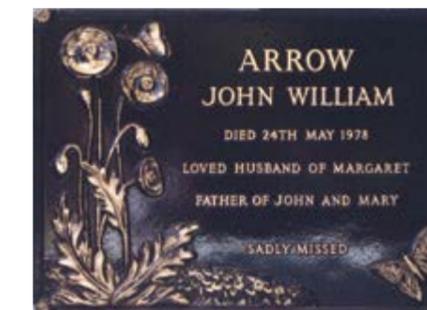
When drafting your inscription, please remember that the spaces in between words and any punctuation are all counted as characters. For example, the following sentence contains 47 characters:

D O N ' T F O R G E T T H A T S P A C E S A N D P U N C T U A T I O N C O U N T !

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47

Popular traditional inscription closures include:

- ALWAYS REMEMBERED
- ALWAYS IN OUR HEARTS AND NEVER FORGOTTEN
- SADLY MISSED
- LIVED LIFE TO THE FULLEST
- GONE FISHING
- FOREVER LOVED
- SO DEARLY LOVED
- LOVING MEMORIES
- TRULY ADORED FOREVER
- IN GOD'S GARDEN
- IN GOD'S CARE



PHOTOGRAPHS AND PORTRAITS

Many families opt to personalise their plaque with a photograph of the deceased.

When considering photographs there are two main options; *etched metal* or bronze portraits.

Etched Metal portraits come on an anodised aluminium base and are designed to provide a photo-like image of the deceased. For a more resilient image, a bronze portrait is recommended.

Bronze portraits are a raised bronze image, based upon a scan of a photograph. The bronze portraits are a durable option that provide a realistic bronze casting based on an image.

Samples of both options are available for perusal at our offices.

When ordering plaques with photographs it is important that families consider that the production of the photograph may add additional time to delivery timeframes.

When selecting an image for the plaque, the following should be considered:

- A clear independent 'portrait' style picture of the deceased generally works best. Group shots are often difficult to use for plaque images
- Original or 'one-off' copies of precious family photos should not be provided. Although all care will be taken in ensuring that your photograph is returned safely, the Board accepts no responsibility if images are misplaced in transit
- If providing a 'precious' image we strongly advise that a new print be produced from negative or, alternatively, a high resolution scan be taken and provided on disc. In the case of digital photographs, a copy of the original data file is often sufficient
- If scanning images, please scan them at a minimum of 300dpi
- Please bring your preferred image or, if you would like us to assess the suitability of multiple images, bring them along to your consultation
- If bringing in a photograph on USB, it must be less than 5mb.



Etched Metal Portrait

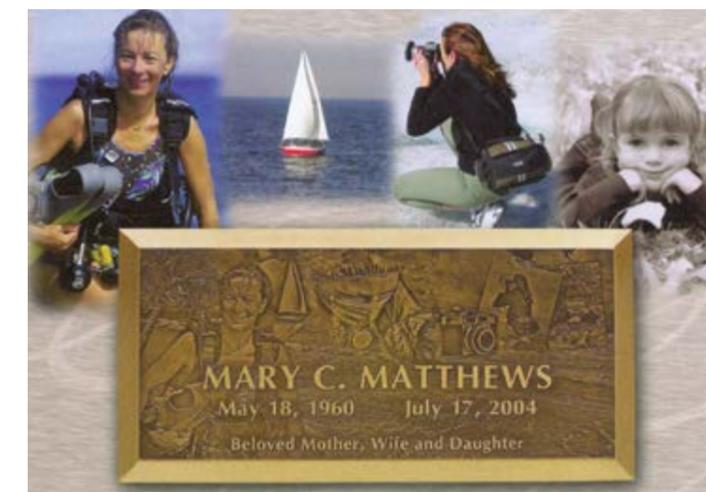


Bronze Portrait

CUSTOM PLAQUES

Lasting Memories and Fully Integrated Bronze Image plaques are a new option whereby families have the opportunity to enhance their standard bronze plaque to become a pictorial based bronze plaque.

LASTING MEMORIES SERIES



These custom plaques can be utilised for both sizes of burial plaques available. Due to the detailed nature of the artwork on these plaques, a dual conversion plaque upgrade is not suitable.

Current pricing for custom plaques is included within the supplementary price list that accompanies this guide. If you do not have a copy of the current price list, then a copy can be requested by contacting our offices on 1300 793 109. Alternatively, a copy of the price list can be downloaded from our website located at www.mcb.wa.gov.au

FULLY INTEGRATED BRONZE IMAGE



Specifications

Size	Photo Allowance	Letter Allowance
560 x 305mm (single)	4	75 characters
380 x 280mm (single)	3	75 characters

The purchase price of the custom plaque is inclusive of the above specifications. Extra images and characters can be added (fees apply), however, in the interest of not cluttering the plaque, the manufacturer advises against this.

If opting for a custom plaque, we recommend that you select clear, high resolution images and come to the consultation with a draft design and copies of the images that can be forwarded to the manufacturer.

Please note that custom plaques are available in traditional brown colour only.

ADDITIONAL INFORMATION

DETAILED ARTWORK

For families requiring multiple images or items on a plaque, any scans should be provided at a minimum of 300dpi. These can be emailed to us or, alternatively, provided on disc or USB.

Non-standard artwork requests are forwarded to the plaque manufacturers who will assess the request and provide a quotation. Families will be provided with the quotation and asked to advise if they wish to proceed prior to any design commencing.

For those opting for a Lasting Memories or Fully Integrated Bronze Image plaque, artwork for the specified number of images included with the plaque is included within the purchase price. The inclusion of additional images and any subsequent artwork is generally by quotation.

PROOF APPROVALS

A proof can be requested when the plaque order is initially placed and needs to be signed off by the person ordering the plaque.

We strongly advise that the proof be signed off by the family. Whilst Board staff take all care in reviewing plaques, no responsibility is taken for proofs that are signed off with misspelt names, surnames and/or inscription.

To avoid lengthy delivery delays we recommend that proofs be signed off or modifications/corrections noted and returned to the office as a high priority. If possible, please provide our staff with an email address to which a proof can be forwarded so as to avoid postal delays. Proofs can be scanned and emailed back to the office of your selected cemetery.

Fremantle: fremantleproofs@mcb.wa.gov.au

Karrakatta: karrakattaproofs@mcb.wa.gov.au

Pinnaroo: pinnarooproofs@mcb.wa.gov.au

Rockingham: rockinghamproofs@mcb.wa.gov.au

Changes in preferences after the proof is signed off and production has commenced cannot always be accommodated. Naturally, any errors on the plaque (inscription, borders, motifs etc) that were not on the original proof will be viewed as a manufacturing error and will be returned to the plaque manufacturer for remediation within acceptable timeframes.

For families who request subsequent proofs or modify artwork considerably after the first proof is received, additional fees are applied.

WARRANTY

Bronze is a natural metal of which graceful ageing is a defining quality.

Plaques, including any photographs (if applicable) and the painted surface, carry a manufacturers warranty, that extends to workmanship and overall quality of the finished product upon delivery.

Whilst Board staff will inspect plaques for any significant defects prior to placing them in the grounds, families need to understand that bronze castings are manufactured within a foundry environment and, as such, sometimes feature minor irregularities on the surface.

ADDITIONAL INFORMATION

CARE & MAINTENANCE

One of the more unique properties of bronze is the natural patina that eventually forms on it, turning the bronze a dark, dull colour. This patina is actively encouraged with most bronze, because it provides a protective layer, preventing oxidation below the surface of the bronze.

Bronze looks its best when it is minimally treated. The metal should be kept clean with a soft cloth, a very soft brush (baby toothbrush or equivalent) and soapy water. It should not be heavily polished or scrubbed, and abrasives should never be used on bronze.

For those seeking a commercial cleaner, our offices stock a protectant and cleaner that is provided by the plaque manufacturer. Do not, under any circumstance, utilise traditional liquid cleaners, commercial metal cleaners or abrasive cleaners on your plaque. You will damage the surface considerably.

Paint colour and integrity can be affected by ultraviolet light, temperature and other weather extremes. The high calcium content of water used within WA reticulation systems can also cause staining. These are unavoidable realities given that plaques are exposed to the elements year round.

Paint coatings on plaques will, with long-term exposure to the natural environment, fade to let the natural patina of weathered bronze show through. It is often a difficult task, given the characteristics of the base metal, to maintain the painted surface in pristine condition. Whilst a refurbishment service is offered, this can only be done two to three times without damaging the plaque.

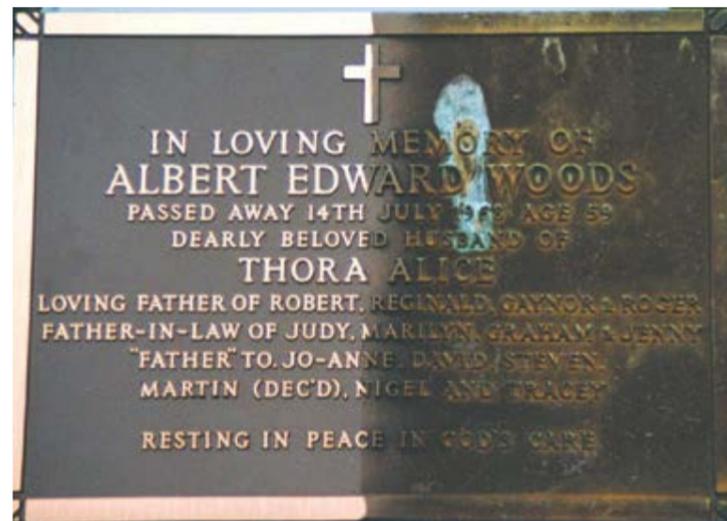


REFURBISHMENT SERVICE

There is a limited number of times a plaque can be refurbished. Emblems and sizing of the lettering on the plaque will determine the amount of times the plaque can be refurbished.

Smaller lettering on plaques or plaques with detailed emblems can generally be refurbished once or twice. Plaques with large letters and less detailed emblems tend to be more suited to multiple refurbishments.

To be professionally refurbished, a plaque needs to be removed from the site and returned to the factory for sanding, polishing and repainting. Most refurbishments are assessed as to the overall suitability for refurbishment when they arrive at the factory. We recommend any photograph on the plaque be replaced when undergoing refurbishment.





Railway Road Karrakatta
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