



War Memorial Recording Form

1 Name of Memorial:

2.1 Current or Last Known Location

Country:	County:
Local government District or Borough:	
Map grid reference:	GPS datum:
Building or site:	
Inside or outside:	Denomination:
Street and number:	
City, Town, Suburb or Village:	Postcode:
Other location details:	
If this is the last known location please explain why under Maintenance.	

2.2 Previous location (if applicable).

Building or site:	
Inside or outside:	Denomination:
Street and number:	
City, Town, Suburb or Village:	Postcode:
Local government District or Borough:	
County:	Country:
Other location details:	
Map grid reference:	GPS datum:
Date and reason moved to next site:	
Please show any other previous locations on a separate sheet.	

3 Inscriptions

Please write in full using the same sentence case as the inscription.
Use '/' to show a new line. For further information refer to guidelines.

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Continue on a separate sheet if necessary

4 Wars commemorated on memorial (For further information refer to guidelines)

What is the earliest war commemorated?

How many names are listed on the memorial as died?

How many names are listed on the memorial as served and returned?

Total names on the memorial:

How are the names ordered?

(Refer to guidelines)

Next war commemorated:

How many names are listed on the memorial as died?

How many names are listed on the memorial as served and returned?

Total names on the memorial:

How are the names ordered?

Next war commemorated:

How many names are listed on the memorial as died?

How many names are listed on the memorial as served and returned?

Total names on the memorial:

How are the names ordered?

Continue on a separate sheet if necessary.

Please send names list in a separate document or show them clearly in a photograph.

5.1 Description of Memorial (For information about types refer to guidelines)**5.2 Components and Dimensions**

What component parts make up the memorial?

Dimensions in mm, accuracy: \pm mm

Components

Material

Height

Width

Depth

Condition*

Components	Material	Height	Width	Depth	Condition*

Is the inscription difficult to read?

If yes, why?

* For condition refer to guidelines and select from Good, Poor, At Risk, Lost, Stolen, Missing or Unknown.

6 Maintenance History

Please give any maintenance, conservation and restoration history:

Who is responsible for the memorial?

War Memorials Trust reference (if known or applicable):

7 Ceremonies and Funding

Event (eg: unveiling, dedication)	Date	Performed by

Funding of the memorial was: Private: Corporate: Public: Other:

What was the cost of the site?

What was the cost of the memorial?

How was the memorial funded?

Please give details of any trust fund:

8 Makers

Name:

Occupation:

Name:

Occupation:

Name:

Occupation:

Name:

Occupation:

Name:

Occupation:

9 References		
Publication and Author	Page/ Date	Additional information
Organisation	Organisation Reference	Website

10 Photographs (See guidelines on how to submit digital and hard copy photographs.)
How many photographs are you sending with this form?
Please give details of these photographs (continue on a separate sheet if necessary):
Who owns the copyright to the photographs you are sending?
Does the copyright holder give their permission for IWM to use the photographs for research, the website and in publications? (The creator retains copyright and will be credited by IWM)

11 Additional Comments (Include any further information you feel would be of interest.)

12 Fieldworker, Researcher or Informant	
Name	
Address	Telephone
	email
Date of survey	Date form completed (if different)
Any information or photographs supplied may be stored on computer.	
Form to be returned to: War Memorials Archive Imperial War Museum, Lambeth Road London SE1 6HZ	Telephone
	Fax:
	email: memorials@iwm.org.uk