

Our Lady of Lourdes School
Memorial Flag Pole Plaza Pavers

August 2011

Our Lady of Lourdes School will permanently honor members of the OLL school community by offering brick pavers to be dedicated to individuals and families that have a connection with the school, past and present.

The main entrance will have a flag pole and will be surrounded by brick pavers....(see attached diagram). We anticipate offering over 500 bricks to be permanently engraved as requested on the attached order form.

Names engraved are limited to the following categories and priorities:

PRIORITIES:

- 1. Current student(s) and/or family**
- 2. Past student(s) and/or family**
- 3. Current or past OLL staff or faculty**
- 4. Current OLL parishioner(s) and/or family**
- 5. Past OLL parishioner and/or family**

Note: As bricks are limited, priorities will be as above during the initial ordering period (see below). Dates orders are received factor into priority placement.

(Note: A total of 60 bricks will be reserved for priorities # 4 and #5 until Mar 1st, 2012. Any remaining unsold in these categories will go back to priorities #1 through #3 after Mar 1, 2012).

PLACEMENT PRIORITIES:

OLL School reserves placement rights initially and as orders are received. Clustering of the above priorities may be a consideration. All bricks and engraving will cost \$100 each. (\$150 each for each additional brick). A maximum of 3 lines per brick will be allowed. OLL reserves the right to approve all engraving before being placed in plaza.

ORDERING PERIOD:

Initial ordering period will be from **September 1st, 2011 to March 31st, 2012.** At the end of the initial ordering period, orders received, based on priority, and date received will be placed and installed immediately after the initial ordering period. Orders received after the initial ordering period will be placed as received regardless of priority.

ORDERING PROCESS:

Use the attached order form for ordering your brick engraving. All forms and payment (checks only to: "OLL School") must be turned into the OLL school office during office hours. Acknowledgment of receipt of order and processing will be by email, phone, or mail.

OLL School Memorial Plaza Brick
BRICK INFORMATION & ORDER FORM

BRICK INFORMATION

Bricks honoring individuals will be accepted in the following priorities:

PRIORITIES:

- Current OLL school student(s) and/or family
- Past OLL school student(s) and/or family
- Current or past OLL staff or faculty
- Current OLL parishioner(s) and/or family
- Past OLL parishioner and/or family

Note: As bricks are limited, priorities will be as above during the initial ordering period (Sep 1, 2011 to Mar 31, 2012)

Note: Orders honoring persons in another category may be made by persons in a different category but placed orders and installed bricks will be prioritized as above by the ordering person(s). Example: Current family for a past teacher.

(Note: A total of 60 bricks will be reserved for priorities # 4 and #5 until Mar 1st, 2012. Any remaining unsold in these categories will go back to priorities #1 through #3 after Mar 1, 2012).

COST:

A donation of **\$100** each is required for the purchase the 1st brick
(Checks ONLY Payable to: "OLL School")

Orders for more than one brick will be at \$150 each for 2nd, 3rd, etc bricks

INSCRIPTIONS:

- All brick inscriptions are limited to three (3) lines of twenty (20) characters per line (including spaces)
- If only one or two lines are specified, they will not be a larger font for those lines.
- The 1st line should be reserved for honoree name(s)
- The 2nd line is open for inscription of choice
- The 3rd line should be reserved for dates only (Ex: "2004 – 2009"; "August 2009")
- Note: exceptions to line by line use will be considered on a case by case basis.
- Centering on each line will be assumed regardless of characters

EXAMPLES:

MRS JOAN SMITH
5TH GRADE TEACHER
SY 1999-2000

JEFFREY ALEXANDER
KINDERGARTEN 2009
DOB JULY 2 1987

ORDER ACKNOWLEDGMENT:

Acknowledgment of receipt of order and processing will be by email, phone, or receipt.

OLL School Flag Pole Plaza Paver Pattern

(Subject to changes)

(Placement Selection is with OLL school)

