



## COMMEMORATIVE PLAQUE FLOWCHART

- Heritage Toronto receives the commemorative plaque application.
- The Programs Committee reviews the application at their next meeting and, if recommended, forwards it to the Heritage Toronto Board for approval at their next meeting.
- Upon approval of the plaque topic by the Heritage Toronto Board, Heritage Toronto invoices the applicant for the plaque fee.
- Prompt payment ensures that the project moves to the next step.
- In consultation with the plaque applicant, Heritage Toronto acquires the required installation permissions.
- Plaque texts are dependent on location.
- Heritage Toronto researchs the plaque, selects photographs and images if applicable, drafts the text, and creates a design mock-up.
- The Programs Committee reviews the plague text and design.
- The approved plaque text and design is sent to the applicant for review and feedback.
- Heritage Toronto's Programs Committee retains the right to make final editorial decisions.
- Heritage Toronto coordinates the copy editing and design of the plaque.
- •Heritage Toronto sends the plaque to production.
- •Heritage Toronto selects a small number of plaques each year for an official unveiling and is happy to attend unofficial plaque presentations.
- Heritage Toronto coordinates the installation of the plaque.
- Heritage Toronto remains responsible for the maintenance of the plaque .