

For further information, contact:

Amy Needham  
Horticulture/Parks Operations Supervisor  
amy\_needham@portalberni.ca  
Phone: 250-720-2516

or

Parks, Recreation and Heritage Department  
4255 Wallace Street  
Port Alberni BC V9Y 3Y6  
Phone: 250-723-2181  
Fax: 250-723-1035

# MEMORIAL SPONSORSHIP Program

## Office Use Only:

Location of Memorial:

Type of Memorial:

Tree/Shrub, or Rock

SITE VISIT with Parks supervisor is complete. Confirmation email from Parks supervisor attached. \_\_\_\_\_

Received form from customer. \_\_\_\_\_

Draft sent to Foundry. \_\_\_\_\_

Proof received from Foundry; customer contacted.  
\_\_\_\_\_

Customer approved Foundry proof: \_\_\_\_\_

Payment made. Emails sent to Parks supervisor, booking clerk, program secretary. \_\_\_\_\_

*(Please date and initial in spaces provided)*



Echo Centre 250-723-2181 | Echo Aquatic and Fitness Centre 250-720-2514  
Alberni Valley Multiplex 250-720-2518 | Alberni Valley Museum 250-720-2863  
4255 Wallace Street, Port Alberni, BC V9Y 3Y6



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