

City of Shawnee Personalized Bench Plaque Form

Steps:

1. Complete the information below.
2. Email to Kirsten King (kking@cityofshawnee.org) or mail to 11110 Johnson Drive, Shawnee, KS 66203.
3. Make Payment of \$2,500 by mail, in person, or over the phone. Checks should be made payable to City of Shawnee.
 - a. Mail to Shawnee City Hall: 11110 Johnson Drive, Shawnee, KS 66203. ATTN: Pam Oswald.
 - b. In Person at the Shawnee Civic Centre: 13817 Johnson Drive, Shawnee, KS 66216.
 - c. Over the Phone at 913-631-5200.
4. A proof of your plaque will be emailed to you before it is completed.
5. You will be notified once your plaque has been installed.
6. OPTIONAL: Take your photo by your plaque and tag City of Shawnee to showcase your dedication.

Please Note:

- We will do our best to accommodate specific requests. However, exact placement is at the discretion of the Parks and Recreation Department.
- Plaque wording will be reviewed for content. If deemed unacceptable, you will be notified and given opportunities to reword or structure. The more characters and spaces, the smaller the font will be. Damaged or broken benches and missing nameplates will be replaced at no additional cost to the donor for a period of approximately ten (10) years, at the discretion of the Parks and Recreation Department.

Please Complete Information Below:

Requester's Full Name: _____

Phone: _____ Email: _____

Address (Including Zip Code): _____

Date of Birth (For Payment Account): _____

Park and Detailed Location for Bench Plaque:

Plaque to Read (Exact Layout on Plaque):

