Church Recording Society

Always put something against the ten format numbers, even if it is a dash.		
DATE & RECORDER'S INITIALS		SECTION
NO. & NAME OF ITEM	PH / DR (CIRCLE)	POSITION IN CHURCH

1	DESCRIPTION – just what you can see but everything you can see. style & type of lettering; (caps); (l/c); describe & quote all texts unless they are memorial inscriptions which are entered in no. 9
2	MATERIAL
3	DATE OF MANUFACTURE
4	MEASUREMENTS – (cm only); 3D: height x width x depth; 2D: length x width; diam. Precious metal objects: weight in grams (g) should be recorded before the other measurements.

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5	ARTIST or designer, sculptor, silversmith, woodworker etc.
6	**MANUFACTURER AND RETAILER** (5 & 6 are often bracketed together)
7	**HISTORY** of item and family
8	**DONOR AND DATE OF PRESENTATION TO THE CHURCH**
9	I**NSCRIPTION** – **memorial inscriptions only**. Include quotations which are part of the memorial inscription but other quotations go in 1. The layout for inscriptions is either 'as seen' or, if very long, transcribed continuously with (space) / (space) to indicate line breaks and a final (space) / at the end.
10	REFERENCES