



## COMPILER'S CHECKLIST

Section	Notes	Y/N	Details to share
	<b>TAS Frontispiece with name of church</b>		
	<b>Copyright page</b>		
<b>Introduction</b>	Title page: Diocese & post code in heading		
	First para: Incumbent's name and dates (start & finish) and O/S grid ref and C of E code (if applicable)		
	Description & History of the Church and list of significant items		
	Name of sponsoring Group		
	Other acknowledgements		
	Plan of church		
	Section Numbering		
	Item Numbering 1-10		
	Abbreviations used for measurements		
	References used & their abbreviations Consistent throughout Record		Check for Faith Craft in other sections
	Note: For the TIFF digital photographs of this Record, contact: <a href="mailto:enquiries@churchrecordingsociety.org.uk">enquiries@churchrecordingsociety.org.uk</a>		
	<b>List of names in Record</b>		
	<b>List of artists &amp; manufacturers</b>		
<b>001 Memorials</b>	Condition statement?		
	Plan showing position of memorials		War Memorials
	Ph (where applicable)?		Army memorials
	Names of deceased only + year of death in heading?		War Mem Windows
	Only memorial inscriptions at 9? Sculptors'/makers' names at 5-6?		Asian connections Portrait memorials
	Translations of inscriptions? All Greek & Latin must be translated		
	Heraldry in 1, correctly blazoned & indented ?		
	References correctly entered?		
	<b>List of Gifts given in memory as last number?</b>		
	<b>Names and Artists etc to Introduction</b>		
<b>100 Metalwork</b>	Condition statement?		
	Gold, silver, silver plate, pewter (in this order) first?		Scottish silver
	Smoke marks or close-up photographs of marks for gold, silver & pewter?		Pewter Faith Craft
	No position for precious metals?		
	Maker identification & reference?		Armour
	Weight for gold, silver & pewter?		
	Only dedicatory & memorial inscriptions at 9? Other inscriptions and texts at 1?		
	Bells as last number. Bell forms (if used) after bells?		
	Ph (where applicable)?		
	References correctly entered?		
	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>200 Stonework</b>	Condition statement?		
	Font + cover + hoist(where applicable)?		
	Ph (where applicable)?		

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	Door arches cross-referenced with Woodwork?		
	Mass/scratch dials outside?		Mass dials
	References correctly entered?		
	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>300 Woodwork</b>	Condition statement?		
	Plan of benches, indicating fronts & seats		Faith Craft items?
	Doors cross-referenced with Stonework?		
	Roofs as last number?		
	Ph (where applicable)?		
	References correctly entered?		
	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>Section</b>	<b>Notes</b>	<b>Y/N</b>	<b>Details to share</b>
<b>400 Textiles</b>	Condition and date statement?		
	400 (dedicated) for frontals & superfrontals 1-10 format		Army Standards
	Sets of vestments clearly shown?		
	Measurements correctly taken?		
	Ph (where applicable)?		
	References correctly entered?		
	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>500 Paintings etc</b>	Condition statement?		
	500 for Royal Arms (dedicated)		
	501 for Hatchments (dedicated)		
	Paintings (if copies, original artist <b>not</b> given at 5-6)		
	Heraldry in 1 correctly blazoned and indented?		
	Ph (where applicable)?		
	References correctly entered?		
	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>600 Library</b>	Condition statement?		
	Clean, legible typed copy of County Record Office(s) details + correct heading added?		
	600 County Record Office list (dedicated)		
	601 Registers in the church's keeping (dedicated)		
	602 Faculties & Archdeacon's certificates in the church's keeping (dedicated)		
	603 Terriers & Inventories, & other documents in the church's keeping (dedicated)		
	604 Pre 1851 Bibles & Prayer Books (dedicated)		
	Ph (where applicable)?		
	References correctly entered?		
	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>700 Windows</b>	Plan showing positions of windows?		
	Condition statement?		
	700 East window (dedicated)		
	Description of Stonework first at 1		
	Diagram of each stained glass window?		
	Lights numbered & brackets around light numbers?		
	Title of subjects as heading for description of each light		
	Makers identified + references?		War Mem Windows
	Dedicatory and memorial inscriptions only at 9?		
	Quotations and other texts at 1?		
	Translations of all inscriptions & texts in Greek & Latin?		
	Ph (where applicable)?		
	References correctly entered?		

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	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>800 Misc</b>	Condition statement?		
	800 Organ (dedicated)		Pipe organ to NPOR
	Turret Clocks: External dial(s) recorded?		Turret clock
	Ph (where applicable)?		Vic/Ed heating
	References correctly entered?		
	<b>Names and Artists etc to Introduction</b>		
	<b>Gifts in Memory to Memorials</b>		
<b>General</b>	Are page numbers used? Pagination? (Footers)		
	Headings – correct & complete? Photo pages too		
	Photographs showing object number if not embedded?		
	100gsm paper used throughout Record		