Cemetery Book Guidelines

* Need GPS Coordinates and directions to each cemetery
* Completely photographed (Try to keep shadows off of stones as much as possible. Also watch the shinier stones to make sure your reflection doesn’t show in the stone..body, shoes, etc)
* Completely transcribed (Walked, documented and also compared with the records at the library to get older graves that may not be readable or have stones now)
* Data entered into cemetery template (ask Pam for a copy)
	+ No punctuation for abbreviations (ex: Smith, John Jr or WWII)
	+ Months to be entered as Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec (No punctuation after)
	+ Dates written as Oct 13, 1968
* Photos burnt to a CD (.jpg images only please) Pam will provide CD’s if necessary…Pam also has a portable CD burner that can be brought to meetings, etc)
* Completed template (computer .doc file, NOT paper copy) and Photo CD sent to Pam to be put into cemetery book compilation

Cemeteries will be worked in the following order:

1. Anderson Township----------along with----------East Hill Cemetery & East Hill Shrine Mausoleum
2. Center Township
3. Jackson Township
4. Noble Township
5. Orange Township
6. Posey Township
7. Richland Township
8. Ripley Township
9. Rushville Township
10. Union Township
11. Walker Township
12. Washington Township

Each township will have its own transcription book with the exception of Jackson Township. Jackson will have to be worked into one of the other books because there is only one cemetery able to be transcribed. Also, East Hill Cemetery will have its own book as well as East Hill Shrine Mausoleum.