

## **Halfmoon Veterans Memorial**

### **Engraved Brick and Webpage Bio Fact Sheet and FAQ**

The Town of Halfmoon is pleased to offer the opportunity to honor members of the military and the Halfmoon veteran community at the Halfmoon Veterans Memorial. The bricks are reserved for only those who have served in the five branches of the armed services.

#### **Who can be honored on a brick? Do they have to be a Halfmoon Resident?**

Any person who served in one of the five branches of the U.S. Armed Forces can be honored on an engraved Brick. They do not have to be or have been a Halfmoon resident. The Town of Halfmoon reserves the right to review all submissions for proof of service. DD214 and/or the Saratoga County Return the Favor cards are considered proof of service.

#### **What can be inscribed on the Veteran's brick?**

Inscriptions are limited to three lines. 14 Characters per line  
Line one: First and last name of honoree (example John Doe)  
Line two: Branch of Military Service (example Marine Corps)  
Line three: Years of service (example 1969 – 1971)

#### **The name of honoree does not fit within the 14 “characters.” Can I have more space?**

The amount of space is limited by the engraving technique and the size of the letters. All lettering will be uniform, so bricks are limited to only 14 “characters” per line without exception. Our staff can help you decide on appropriate abbreviations so that your desired information can best fit within the allowed space.

#### **Can I select the location for my brick? I am buying several bricks for family members. Can they all be together?**

The Town of Halfmoon cannot take requests for specific placement of bricks within the Memorial Walkway. We will attempt to locate together multiple family member bricks that are purchased at the same time, but cannot guarantee that they will all be placed together.

#### **When will my brick be installed?**

Bricks ordered up to 30 days prior to the completion of the Veterans' Memorial will be placed prior to the formal dedication. Bricks ordered after construction will be placed when the minimum order number (to be determined) is received.

#### **How do I order my brick(s)?**

A separate brick order form must be completed for each brick ordered, accompanied by payment. The order may be mailed or hand delivered to the Town of Halfmoon Town Hall. Order forms are available at Town Hall. You may order your brick online by visiting the Town of Halfmoon webpage at [www.townofhalfmoon-ny.gov](http://www.townofhalfmoon-ny.gov) and click on Veterans Memorial Walkway Brick Order form. Credit card payment is also available (will include credit card fee).

**What kind of photograph should I submit for webpage?**

A good quality high resolution photograph should be submitted. All hard copy photographs will be returned to the contact person. Be sure to properly identify photograph and include name of honoree and contact person.

**What kind of information should I include for the Biography?**

The biographical information should reflect the honorees Military history including the dates of service, rank, assignments, medals, awards and recognitions. Information should also include family, career, community involvement, veterans and civic organization memberships.  
(250 maximum number of words)

**Do I have to include a photograph and biographical information to purchase a brick?**

While you are highly encouraged to participate in the webpage biography portion of the memorial for your loved one the short answer is no.

**I am on a small fixed income, and I cannot afford a veterans brick. Is there any assistance available?**

A limited amount of financial assistance may be available to help families unable to purchase a veterans' brick because of economic circumstances.

**If I have questions, who should I call?**

You can call the Town of Halfmoon – (518) 371-7410 ext. 2200.