



Example Questions Information List Worksheet 09-23-12

These example questions and worksheet applies to the 2, 3, 5 and 8 building street prints only.

This list of example questions and worksheet is **optional**... use it for ideas and organizing your information **before** you enter it on the Customer Portal form for your particular street. You may choose to work directly in the portal if you like. If you do use this worksheet, you must transfer your finalized information to the proper street form in the portal before you submit it and place your order.

IMPORTANT: Do not go over the limit of moments and memories that your street allows. With a few noted exceptions, each question that you answer is **one** moment or memory... if you exceed your limit we may not use all of your requested information, if you add to much information you may be required to upgrade to the next larger street. The underlined numbers are the limits for each street size.

- 2 building street = up to 10 moments and memories + vehicles, sky, street signs and dedication line.
- 3 Building Street = up to 18 moments and memories + vehicles, sky, street signs and dedication line.
- 5 Building street = up to 28 moments and memories + vehicles, sky, street signs and dedication line.
- 8 Building street = up to 40 moments and memories + vehicles, sky, street signs and dedication line.

Question ideas for moments and memories

- Use the left box on each space to number your list... do not exceed the number of allotted moments and memories for your particular street (see above).
- **Don't see your question here?** Simply ask and answer your own question (see below). Remember to keep your answers short and to the point, limit your answers to one per space.
- The first type-in box that you come to on any of the portal forms is for you to tell us about your upcoming event and the recipient, who is it for and why. Write anything you want that will help us get a good feel for the event and the person.

Read all questions: Even those questions that do not apply to you or your occasion may inspire questions that do.

Chronological order? Our questions may not be in the order that you will eventually want, please number your answers in the portal from 1 to your allotted number in the order you want them displayed along your street.

Helpful hint: Save this list on your computer to copy and paste our moment and memory question titles into your own portal form along with your answers.

We don't remember days... we remember the moments that make them special - YourMemoryLane.com

OK, let's get started... the example questions and other helpful information follows. If have any problems or questions please call me Bob McLean, 9-5 EST (TF) 866-795-5001.

Employment? Tell us where they work, provide job title and anything that is important.

Example: Jim was hired on 02-20-78 at General Motors, the Lake Frederick plant in Lavonia, Michigan.
Example: Larry is a lawyer and senior partner at Jason Bird, LLC.

Education? Anything about high school, trade school or college that should be noted?

Example: We all went to Taft High School in Woodland Hills, California and the team name was the Toreadors. Craig and Malka graduated in 1989.

How did you meet? Where and when did you meet, keep your answer short and to the point. Provide as much detail as you can.

Example: We met September 25, 1998, at a restaurant called "Cafe Tutu Tango" Example: We met on Match.com in 2006.

First date? Where and when, provide important details if you can, place and date.
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Example: We watched the movie "Stakeout" on our first date. Example: We met while working together at Western Union.

First kiss? Where and when, provide any important details that we can use to make it more personal.
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Example: Our first kiss was at The Delano Hotel in Miami Beach. Example: He kissed me for the first time at a 2007 New Year's party.

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Proposal? Where, when, anything unusual or interesting that we can use. Keep it to the point.

Example: Mike Proposed to me at the Finish Line of the Chicago Marathon on October 4, 1999.

Example: Mike asked me to marry him at "The Salt Rock Grill" restaurant.

Wedding? Give us the wedding date and the first and last names the way you want them displayed (Bob& Susan or Bob and Susan).

Example: Jan and Jim were married on the beach in Destin Florida, July 4, 2010. Example: John & Karen, married July 23, 2007

Reception? Give us the date, time and place if known. Provide any details that are important.

Example: We had our reception on The River Queen (Riverboat) on the Mississippi river. Example: Our reception was at the Marriott Hotel, Tampa Florida.

Honeymoon? Where, when, maybe the dates, anything interesting that we can use.

Example: Honeymooned at Niagara Falls, stayed at the Omni Hotel on the U.S. side. Example: The Ritz Carlton, Naples Florida.

Most important moment or memory? Describe only one event per space.

Example: Our favorite memory is New Year's Eve at Hard Rock Cafe in Boston, listened to the Joshua Tree Band.

Favorite song? Name up to two per space... perhaps the wedding or just a sentimental song.

Example: Our favorite song is "Shining Star" by the Manhattans.

Favorite saying? You can tell us up to two per space, keep them as short as possible.

Example: She always says "It takes one to know one!" Example: He loves to say, "Get off of my cloud".

Children? Name up to four per space. Give us their first names, hair color and birth dates. (Use another space if you have more than four children).

Example: Craig and Malka have four grandchildren, Jack (brown hair) – November 5, 1998, Matthew (brown hair)- May 24, 2002, Brett (blonde) - March 30, 2004, and Luke (red)- June 9, 2005.

Grandchildren? Name up to four names. Give us their first names, hair color and birth dates. (Use another space for additional grandchildren).

Example: Craig and Malka have four grandchildren, Jack (brown hair) – November 5, 1998, Matthew (brown hair)- May 24, 2002, Brett (blonde) - March 30, 2004, and Luke (red)- June 9, 2005.

Moving or relocating? Name up to four places per space include city, states or countries. Military duty stations, bases, TDY deployments.

Example: 6 November 2001 - 19 November 2001 (Osan AB, ROK), 2. 27 December 2002 - 22 December 2004 (Ramstein AB, GM)3. 10 January 2005 - 26 June 2009 (Los Angeles AFB, CA)

Clubs, associations or organizations? Name up to two per space

Example: They are very active at St Lawrence O'Toole Church in Brewster, NY

Interesting or funny story? Tell us one story per space, keep it short and to the point. Use another space if you are telling more than one story

Example: We saw a shooting star on the night we had our first kiss at the Delano – if you can you put a shooting star in the sky that would be great!

Achievements and awards? List up to two personal or career achievements or awards that should be noted. Be specific with names, titles or acronyms.

Example: He was airman of the year at Tinker AFB 1978. Example: In 1967 he was voted "class clown" in high school.

Living pets? Describe no more than four pets per space, name, color and breed. We display the names of living pets on the street or on the buildings.

Example: We have one dog - Tonka, a big yellow lab; and we have two cats, Thelma (a mostly brown with a little beige long-haired cat) and Louise (same colors as Thelma but short hair).

Deceased pets? Name no more than four pets per space. We need only the names and type of each pet-their names will be displayed in the sky area.

Example: Our dog Ruger and our cat Trigger.

Living family, friend's co-workers? Provide first or both names the way you want to see them displayed. We also need their relationship to you or the recipient.

Example: Ruth Johnson (co-worker), Keith Franklin (friend), Mary Morris (sister).

Memorable vacation? No more than one per space. If your answer involves multiple locations pick one thing that represents them all. Use an additional space for each event that you want symbolized.

Example: We had a memorable trip traveling the Old Lincoln Highway on Route 30 from New York to San Francisco.

Memorable trip or gathering? Tell us one event per space, keep it short and simple.

Example: A group of us used to go to Palm Springs for spring break and stay at the Ocotillo Lodge.

	Hobby or Activity? Tell us up to <u>two</u> per space. If more than two use another space.
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Example: He buys and sells vinyl records on Ebay. Example: He enjoys swimming every day at the local YMCA.

	Favorite sports team? Any amateur or professional teams that you'd like displayed? (you can upload logos (JPEG, GIF, or PNG) on the portal form)
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Example: Jim and Paula are both big New York Yankee Fans. Example: Ken was a swimmer at Southfield high school, Michigan-Blue Jays was the mascot.

	Favorite hang-out or restaurant? Tell us <u>one</u> name and city. We have many national and regional logos. You can however upload local logos (JPEG, GIF, or PNG) directly into the portal information list form before you submit it to us.
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Example: We enjoy meeting Fridays at Bistro-Nikko in Atlanta, I will upload their logo in the Customer Portal form when I finalize my list.

Don't see your question... ask your own!

You are not bound by our questions and answers. Be creative and make up your own questions and answers. Remember, follow the rules that apply to your particular street and use only one space for each event. Keep your questions and answers short and to the point. Use the spaces below or continue with more on your own paper.

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The following information is primarily for corporate events, retirements, going away or anniversaries...

Recipients name:

Retirement date:

Write a paragraph about the event and the recipient

What was their very first job?

What was their hire date?

What was their starting position?

Starting supervisors name?

How about any favorite supervisors?

Departments they have worked in?

Any company milestones or events that should be included?

Any notable conventions or seminars that they attended?

Any particular brands they worked with?

Interesting stories?

Favorite places to meet or frequent?

Accomplishments?

Post retirement plans?

College?

SAMPLE INFORMATION LIST FOR A 5- BUILDING CORPORATE RETIREMENT STREET.

The following is the actual information list (moments & memories) that that was prepared by the recipient's executive assistant and the company's human resources department. A quick read thru should help you see what we need.

1. 1987- Moved to Atlanta- Operations Manager
2. September 12, 1987- Married husband John Smith, SC- Field Service Manager (don't have date, sometime around 1994)
3. 1996- Moved to Orlando- Operations Manager
4. 1996 Recipient of Prestigious President's Award- Awarded to top 6. 1% in company- Sally and husband one of few married couples to both receive (husband in 1978)
5. 1996- Position One (a company Karen headed up briefly)
6. 1997- Director of Operations- Jacksonville
7. 1998- Moved to Raleigh- Started as Regional Manager, became Regional Vice President in 2000
8. 2001- Moved to Jacksonville- Vice President/General Manager
9. 2003- Moved to Oak Brook, IL became VP of Strategic Planning and New Business Show Chicago Landmark
10. 2005- Moved to Raleigh- Became President of West Division *Drawing of West Coast- Washington to California
11. 2 Benchmarking trips to China
12. 2010- Rung Opening Bell on NYSE
13. Accomplishments- People Development
14. Spousal Program- Program where spouses of operators could become operators if something were to happen to their spouse
15. Intern Program
16. 2nd Generation Program
17. Diversity Groups- AMOA, MHOA, BMOA, WON (diversity groups for our owner/operators that Karen has supported)
18. WLN- Women's Leadership Network chaired and won Women's Leadership Award in 2006
19. Karen played Tina Turner twice in various Diversity receptions- drawing of Caucasian Tina Turner
20. Thirst for knowledge- has amazing memory for details & facts
21. Fantastic Public Speaker- Engaging and confident
22. Passionate about development and advancement of women.
23. Board Member- Harris College for Women
24. Member of Girls Advisory Board, sponsored by Johnetta B. Cole Institute
25. Served on National Restaurant Association (NRA) Board of Directors, as well as a Trustee on the 26.
26. Educational Foundation for the NRA
27. Hobbies- Gardening, Cooking, Reading
28. Retirement plans- Traveling, Learning to Play the Piano, Riding Bikes, spending time with Grandkids.
29. Travel in immediate future to Italy
30. Roses (has beautiful Rose Garden)

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Street signs, vehicles, sky objects and information and your dedication

line of type. Workspace for this information isn't really necessary. You should find it easy to add these items directly into your chosen Customer Portal information list.

Do you have logos and how do I Email logos that you may not have?

We have national and regional logos for just about everything... if it's a small local place we probably do not have it. You can upload your own logos and reference (JPEG, GIF and PNG) in the portal information list form that you choose. If you have any trouble uploading your digital files, then email them to us... Please wait until you have received your order number before sending them.

IMPORTANT: You will receive your order number shortly after you submit your information list and place your order.

- WAIT UNTIL YOU HAVE AN ORDER NUMBER BEFORE SENDING ANY EMAILS TO US... ALWAYS INCLUDE YOUR ORDER NUMBER IN THE SUBJECT BOX OF ALL EMAILS TO US.

Email logos to don@yourmemorylane.com PUT YOUR ORDER NUMBER IN THE SUBJECT BOX Example:
SUBJECT: 4848-5 Jones, logos or Reference.

Finished with your worksheet?

When your worksheet is complete you must enter the customer portal, sign-up and select the appropriate form for your street size in the customer portal and transfer the list of moments and memories to it. Submit it and place your order when you are done. You will receive your order number within a few hours of submitting your list and placing your order.

Use this space for additional notes: