

Venue Steps to order a plaque:

Email the HKVCA regional rep or plaque@hkvca.ca who orders the plaque from the HKVCA region/supplier

A minimum of 2 to 4 weeks from confirmation of the order by the supplier delivery to the closest location of the supplier to the venue.

1. the **venue** is to confirm prior to the HKVCA regional person ordering from the supplier:
 - the closest supplier address & store # prior to the HKVCA region person ordering the plaque.
 - Vertical or horizontal plaque
 - English or French plaque
 - Name and phone number of approved pick up person from the venue
 - Date and plans of installation of plaque
2. HKVCA region person orders from the supplier. The HKVCA region gets the order confirmation from the supplier usually within 24 to 48 hours. If not, the HKVCA region should follow up ASAP with the supplier.
3. HKVCA region submits the supplier invoice to the HKVCA National treasurer for reimbursement.