



Submission Form

Users of the Free Adobe Acrobat Reader: You may fill out this form online, print it, and fax or mail to the address on page 2 of this form. Acrobat reader will not save the information you enter into this form.

Users of Adobe Acrobat Professional: You may save this form to your desktop and e-mail it, along with associated materials, to general@bigbendcares.org.

Select One:

Memorial Package 1 — \$15 donation (Biographical entry up to 100 words)

Memorial Package 2 — \$20 donation (Biographical entry up to 250 words)

Memorial Package 3 — \$30 donation (Biographical entry 1,000 words)

Memorial Package 4 — \$40 donation (Biographical entry 1,000 words)

Name for Memorial:

Full Name of Donor:

Year of Birth:

Donor Phone:

Year of Death:

Donor E-mail:

Hometown:

Descriptive Headline:

Memorial Biographical Entry:

Virtual AIDS Quilt Memorial Submission Instructions

I have read and agree to the Virtual AIDS Quilt Terms of Service, located on Page 3 of this application.

Users of the Free Adobe Acrobat Reader: You may fill out this form online, print it, and FAX or mail to the number/address below. Acrobat reader will not save the information you enter into this form.

Users of Adobe Acrobat Professional: You may save this form to your desktop and e-mail it, along with associated materials, to general@bigbendcares.org.

For Memorial package 1: After submitting your \$15 PayPal donation, simply fill out this form in its entirety, print it, and FAX it to Big Bend Cares using the FAX number below. Users of Adobe Acrobat Professional, please see note above. Note: Memorial Biographical Entry is limited to 100 words.

For Memorial Package 2: After submitting your \$20 PayPal donation, simply fill out this form in its entirety, print it, and FAX it to Big Bend Cares using the FAX number below. Users of Adobe Acrobat Professional, please see note above. E-mail your photo in .jpg, .gif, .png, or .bmp format, to general@bigbendcares.org. Please reference the full name of the donor in the subject line. Note: Memorial Biographical Entry is limited to 250 words.

For Memorial Package 3: After submitting your \$30 PayPal donation, simply fill out this form in its entirety, print it, and FAX it to Big Bend Cares using the FAX number below. Users of Adobe Acrobat Professional, please see note above. E-mail up to two photos in .jpg, .gif, .png, or .bmp format, to general@bigbendcares.org. Please reference the full name of the donor in the subject line. Note: Biographical entries are limited to 1,000 words.

For Memorial Package 4: After submitting your \$40 PayPal donation, simply fill out this form in its entirety, print it, and FAX it to Big Bend Cares using the FAX number below. Users of Adobe Acrobat Professional, please see note at the top of page 1. E-mail: 1) up to three photos in .jpg, .gif, .png, or .bmp format; and 2) a multimedia sound file in .mp3 format (1 megabyte limit), or a Windows Media or QuickTime video (2 megabyte limit), to general@bigbendcares.org. Please reference the full name of the donor in the subject line. Note: Biographical entries are limited to 1,000 words.

Big Bend Cares FAX number: (850) 942-6402

If you prefer, you may submit your memorial form by mail, along with associated materials on disk or CD-ROM, and a check in the proper amount, to:

Big Bend Cares Virtual AIDS Quilt
2201 S. Monroe Street
Tallahassee, Florida 32301

If you require return of submitted materials, please enclose a self-addressed, stamped mailer.

Memorials will be posted after donations and all associated materials have been received.
Please acknowledge the Virtual AIDS Quilt Terms of Service at the top of this page.
Your donation is deductible from your federal income tax.

www.virtualaidsquilt.org
www.bigbendcares.org

Big Bend Cares Virtual AIDS Quilt Terms of Service

Big Bend Cares is offering four Memorial Panel options to honor your friends or loved ones who have lost their battles against HIV/AIDS. All four packages can be obtained with an online donation, using your favorite credit card and PayPal. Memorial Panels will remain posted in perpetuity as long as the Virtual AIDS Quilt exists (guaranteed through November 2006).

All net proceeds from the sale of Memorial Panels will be used to provide client services to people infected with or affected by HIV/AIDS in the Florida eight-county region Big Bend Cares serves.

Your memorial message may contain any information you want to share about your loved one. Big Bend Cares reserves the right to edit memorial biographical entries for style and length in order to conform to package offerings.

For packages including photos: Photos must be submitted in .jpg, .gif, .png, or .bmp format. Photos will be processed for appropriate dimensions and file size requirements to ensure that your memorial is accessible to everyone.

For packages including multimedia: Multimedia files must be submitted in .mp3 format for sound files, and in Windows Media or Quicktime format for video files. Because files will be available for download or listening/viewing on the Internet, but will not stream, sound files are limited to 1 megabyte in file size, and video files are limited to 2 megabytes in file size.

All materials submitted to the Big Bend Cares Virtual AIDS Quilt must be suitable for all audiences. Big Bend Cares reserves the right, in its sole discretion, to reject any materials it deems objectionable. If materials are deemed objectionable, donors will have the opportunity to submit alternate materials.

You may elect to have your Memorial Panel removed from the Virtual AIDS Quilt at any time; however, because proceeds are dedicated to client services, Big Bend Cares cannot offer a refund of your donation.

Donors will have one opportunity to make corrections or changes to the Memorial Panel(s) they purchase. All errors that are the responsibility of Big Bend Cares will be corrected.

The donation for your Memorial Panel is tax deductible.

Big Bend Cares cannot mediate disputes over rights to publish memorials. In the event a dispute is brought to the attention of Big Bend Cares, the memorial will be deactivated until: 1) the dispute is settled; and 2) Big Bend Cares is notified in writing of the disposition of the disputed panel.