# Cemetery Survey Template
## based on html format used at: http://www.historichampshire.org/cems/indian.htm

The link below may be downloaded by right-clicking on it and saving to your hard drive. This is a Microsoft Excel spreadsheet that should be able to be imported into OpenOffice. It was created in OpenOffice because that is an open source (free) office suite containing a spreadsheet and a word processing capability that is readily available for free. Our spreadsheet template is available at:
                    http://www.historichampshire.org/cems/cem-template.htm

The spreadsheet contains three tabs viewed at the bottom of the program window: Plot Records, Column Descriptions, Examples. The tab "Column Descriptions" contains brief information on what each column should contain.  More involved explanations are given below for some columns.

**Survey Form Identifiers**

The "**Cemetery Name**" should be the official/legal name of the cemetery. A Local name or former name should be put in parentheses.
"**Cemetery Location**" should contain first the legal address. Then the actual physical location should be listed along with GPS (latitude-longitude) information. The description should be so complete that the cemetery can be easily found.
The "**Organization or person who completed this spreadsheet**" information should be complete enough that we can check back with the entity to verify information or get questions answered.

**Spreadsheet Information**

Note: for old or small family cemeteries the data entry in the spreadsheet is relatively simple. However, in modern cemeteries there are situations that make filling in information and identifying photographs a bit difficult. Please read the information below to see our suggestion on how you handle these situations. Note some columns may be left empty if the information/photograph is not available.

The idea of a cemetery survey is that every individual laid to rest in the cemetery should be identified.; they should have a single row in the spreadsheet. The "**Plot Location**" column should reflect cemetery sections, rows and plots as outlined on the official cemetery map; individual plot deeds should use this numbering. If there is not an official map with section and row numbers then section names should be created if the cemetery is so large that using just row and plot numbers is not sufficient to make finding plots easy. Smaller cemeteries may use just row and plot numbers. Rows usually start near the main entrance. As a general rule, plot numbers, if not given on an official map, should start on the left and progress to the right. It is suggested that section, row and plot numbers be separated by a hyphen
          Sec.    Row    Plot
           1    -   02   -   123
(eg. 1-02-123). **Note:** you should use preceding zeroes to make each individual column the width of the maximum number of digits. For example:
    if there are only 8 sections in the cemetery the section part of the locator would contain only one digit;
    if there were less than 100 rows, the row number should contain two digits: 1-06-045;
    if there were over 100 plots in any row, the plot number should contain three digits: 1-67-045.
This helps if one needs to manipulate the data.
Note that in modern cemeteries individual caskets are sometimes stacked on one another, usually only

two deep. This means that a husband and wife may have the same plot number. Therefore, for identification purposes we suggest that you use the beginning letters of the alphabet to identify multiple burials in a single plot. Use "a" for the first, "b" for the second, "c" for the third and so forth (eg. 04-22-44a and 04-22-44b).

## Photographs

If the survey includes photographs of each gravestone or marker, the photograph should have the location as the first part of the filename: 1-12-23.jpg. (Photographs must be in the .jpg format.) If you use any other method of naming the photographs, you must make sure the complete photo filename (eg. Smith-JSJr.jpg) is entered correctly in the appropriate column. There cannot be duplicate filenames!

Note: if there is a second grave marker, such as a military marker, is should have the same filename with a letter added. The same is true if you wish to use any other kind of second photograph. We suggest the use of "v" to signify a veteran's marker, "n" to indicate a family name marker and a "w" to identify any other type of marker (eg. 2-07-45v.jpg).

If there is a single stone for a couple or a family, do not duplicate the photograph if it shows all the names. Use the first plot filename. This means that filename may show up several times associated with different individuals. Another option is to photograph each section of the stone that contains a name; however, this is not recommended because it does not show the relationship between the individuals. People want to see a couple's stone with both their names.

## Date Validating

The spreadsheet has some validation to help you make correct entries. Birth Year and Death Year can only be between 1740 and 2050. Month is entered by way of the drop down menu; hit the down arrow to get the list. Birth Day and Death Day must be from 1-31.

## Cell width – entry helps

To make the entering of data easier you may enlarge the column cells by placing your cursor between the letters at the top of the column and dragging to the right.

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www.HistoricHampshire.org