

# Heritage Interpretive Plaque Draft Review Checklist

Task		Y	N
1	Consideration has been given to commemorating groups currently underrepresented in civic spaces, including Indigenous communities, Black communities, women, LGBTQ+, and other marginalized groups		
2	An appropriate subject with a clear connection to local heritage has been identified		
3	An accessible and relevant location has been selected		
4	Research has been conducted thoroughly, carefully, and ethically		
5	All facts have been verified for accuracy		
6	The project has been guided with the principle of co-creation with members of an underrepresented group (if applicable)		
7	Meaningful community engagement has been conducted thoroughly		
8	Relevant approvals and rights have been obtained		
9	Information on the plaque follows a clear hierarchy		
10	Plaque format and layout are accessible		
11	Text is professional, legible, and aesthetically pleasing		
12	Language use throughout the text is inclusive and sensitive		
13	An appropriate colour scheme has been selected for the interpretive plaque		
14	There is clear contrast between text and the background		
15	Appropriate materials have been identified for the plaque and plaque base		
16	Maintenance considerations have been considered and planned for		