



To enable me to write a poem which captures the person/people or occasion you commission me to write for, I require some information. You do not require to complete every box and I may not be able to incorporate all of the information into the poem, but it gives me some "pegs" to hang the poem onto to enable me to capture the essence of their character or personality without my having met them.

Your name and address, and contact telephone number

Relationship to person/people you're commissioning poem for

Name(s) of person/people poem is for

What is the occasion?

What date is poem required for?

Poem will be written in Doric unless you check this box (in which case it will be in English)

Poem will usually have mildly humorous flavour (except if for bereavement)unless you check this box

Characteristics of person/people poem being written for:

Likes

Dislikes

Favourite place/ holiday destination/type of holiday

Favourite hobbies/pastimes

Favourite sports team/sports personality

Favourite TV programme/film

Favourite singer/type of music/ or mention if they play an instrument

Favourite transport eg. car/ caravan/motorbike etc

Any funny / memorable incidents?

Any special achievements/ awards/involvement with particular organisations

What does/did person/people work at/place of work

For retirement poem, any place of work/achievements/colleagues to be mentioned?

Any family?

Any pets (present or past)?

To personalise a poem even more, do you wish graphics included in the poem?

- photograph(s) of the person/people for whom the poem is being written-this will require to be sent to me, preferably **by email**
- Appropriate border/clipart/photographs for the subject matter of the **poem**

Any other information you wish me to specifically try to include