



Brasenose College Memorial Services and Events Policy

March 2012

1. Alumni, staff and Fellows who have not served on Governing Body
 - a) The College will not usually organise or pay for memorial services or events for alumni, staff or Fellows who have not served on Governing Body. If special circumstances suggest that it might be appropriate, then suggestions for memorial services or events should be made to the relevant person, who will decide if an exception might be made, and finance the costs of the event from their budget.

Alumni: Director of Development and Alumni Relations
Staff: Bursar
Fellows: Principal.
 - b) The College will happily host memorial services or events, subject to availability, should family or friends wish to arrange and finance them. Memorial services can be arranged with the Chaplain. Refreshments associated with services or other memorial events can be arranged with the conference and events managers.
2. Fellows who have served on Governing Body
 - a) The College will usually host a service and/or a tea-time reception, if the family want such an event. The Principal will contact the bereaved family to offer the College facilities.
 - b) If the family or friends wish to expand the event to a larger scale, the College will willing do this subject to availability, and will ask the family or friend to finance the additional costs.
3. Benches
 - a) Benches are a popular way to commemorate people associated with the College. There is limited space for more benches, but some new benches may be possible. Applications should be made to the Director of Development and Alumni Relations in the first instance, who will liaise with Bursar and to on appropriate capacity and cost.