

# Christian Congregation of Jehovah's Witnesses



The Ridgeway, London, NW7 1RN Telephone: 020 8906 2211

LDA:LDB May 6, 2014

TO ALL CONGREGATIONS

Re: Property information survey

Dear Brothers:

In line with recent adjustments to the organization and financing of Kingdom Hall projects, we have a need to update and enhance branch records.

In this regard, we kindly seek your assistance with the following matters:

- **Survey:** Please complete the attached *Property Information Survey* electronically.
- **Photographs:** Please take internal and external photographs of the Kingdom Hall. Between 5 and 10 photographs should be sufficient to provide a good overview of the building. A sample sheet is attached showing the type of images required. It is important that the resolution of the photos is limited to 2 megapixels in size (1600 x 1200). The photos should be sent as individual JPEG files (unlike the sample images, which are in PDF format for illustrative purposes only).
- **Floorplan:** Please send a plan of your Kingdom Hall. A scan or photograph of a construction drawing (if it still reflects the current layout) will suffice. Alternatively, if a floorplan is not available, please arrange for a sketch to be drawn showing the key external and internal dimensions of the building.

Please submit the *Property Information Survey*, photographs, and floorplan electronically to the Local Design/Construction Department, via [jw.org](http://jw.org), by **May 26, 2014**. If more than one congregation shares the Kingdom Hall, the congregation that has the property listed in its name should care for this task. We very much appreciate your kind attention to this important matter, even if you have submitted some of this information on a previous occasion.

We delight to be working alongside you and take this opportunity to send you our warm Christian love and greetings.

Your brothers,  
*Christian Congregation  
of Jehovah's Witnesses*

Attachments (2)