**Application form for submitting description of an organ to the Historic Organ Committee of the RCCO**

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| Contact person, address, telephone no. |  |
| Include letter of permission from the church authorities to apply for this designation. |  |
| Location of Instrument (church, address, etc.) |  |
| Date of organ when new |  |
| Builder (Year & number of instrument) |  |
| Is the organ in the original location?  If moved, give details. |  |
| Action (tracker/tubular pneumantic/EP) |  |
| Number of Manuals |  |
| Compass of Manuals |  |
| Is there a pedal division?  Radiating or straight – describe |  |
| Compass of Pedals |  |
| Divisions under expression |  |
| Shades operated mechanically (balanced or hitch-down?) electropneumatically, electrically. |  |
| Wind mechanism (hand-pumped or electric blower) |  |
| Any alterations to the original blower |  |
| Number of reservoirs;  Single, or double-rise? |  |
| Any alterations to the mechanism |  |
| Any alterations to the chests |  |
| Any alterations to the pipework |  |
| Any alterations to the console |  |
| Any alterations to the façade/case |  |
| \*Stops on Great with number of pipes |  |
| \*Stops on Swell with number of pipes |  |
| \*Stops on Choir with number of pipes |  |
| \*Stops on Pedal with number of pipes |  |
| \*Additional manual description (Echo, Bombarde, for example) |  |
| \*Couplers |  |

\*Note: use a separate sheet to give list of stops, couplers, tremulants, etc. Please indicate any reeds and also if they might be “labial” or “free”. Indicate any stops which are borrowed, and also if they are produced by “quinting” Indicate compass, and composition of mixtures (if known).

If you wish, include a clear scanned copy of the original contract

You may wish to write a short history of the organ, including any points missed in the table above.

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| CHECK LIST FOR PHOTOS |  |
| Console in total |  |
| Face plate of builder |  |
| Stop Jambs |  |
| Façade/case |  |
| Interior pipe work of each division showing tops of pipes and mouths (if possible) |  |
| Action (if possible) |  |
| Hand pump (if present) |  |
| Chests/reservoir (if accessible!) |  |
| Other |  |