

Checklist for the organizers of STOLPERSTEIN installations

This list is supposed to help you organize the placement of Stolpersteine. It is not exhaustive and not all points will apply to everybody.

- Have you planned for a maximum of 20 minutes per address and included extra time for traveling between addresses (please take into account construction sites, rush hour, local celebrations etc),
- Have you reserved a hotel for Gunter Demnig? Have you warned the hotel that he might be arriving late?
- Have you ensured that there is a parking permit for Gunter Demnig's Peugeot van (VB – GD 2710)?
- Have the local authorities been requested to cordon off the area for the installation in case of addresses where there is little space or likely to be crowded? Is the local police aware of the installation?
- Are the local building authorities aware of the tasks expected of them before, during and after the installation?
- Is there access to electricity in case the surface of the ground where Stolpersteine are to be placed calls for a hole to be drilled?
- Are there microphones for speakers, especially in areas where there is heavy traffic?
- Is there an interpreter (into German) for Gunter Demnig and his wife in case he needs to communicate with locals or is expected to attend events linked to the installation of Stolpersteine?
- Have you informed residents, as well as anybody else who might be interested (e.g. building authorities, police, relatives of victims, local representatives, the media etc) about the installation?

If you have any questions, please contact Anna Warda for Germany (termine@stolpersteine.eu) and Anne Thomas for anywhere else (international@stolpersteine.eu)