

PART 1: GENERAL

1.01 Purpose

This section outlines the procedures for establishing memorial plaques on campus.

1.02 General Requirements

Lehigh University will recognize the generosity of certain donors for naming spaces or facilities at the university by placing their names on any donor walls and on plaques. The following guidelines apply:

- A. New naming opportunities may be created for new facilities or for renovations to existing facilities, or any part of the university campus, including campus grounds. These naming opportunities will be created in advance of the project and in proportion to the gift with input from facilities, donor relations and the appropriate gift officer(s) and dean. (Refer to campaign guidelines for gift opportunities in terms of percentage of project dollars needed to name building, etc.).
- B. Spaces will be offered to donors with prior approval of the vice president of advancement, in consultation with the university's Space Planning Committee, as appropriate, and the donor relations staff. Naming of buildings will be subject to approval by the president.
- C. Plaques will be created after the formal gift agreement is signed and returned by the donor and the gift has been entered into the university's accounting system.
- D. Spaces may be named within other spaces. Examples include but are not limited to named spaces with the Financial Services Laboratory.
- E. The facilities department will notify donor relations about anticipated facility changes that will affect existing named spaces or plans to remove existing plaques due to renovation.
- F. In the event of elimination, renovation or expansion of a named space, the donor relations staff will recommend various options to continue to recognize the original gift. These options may include an historical marker or commemoration on an historical wall within the affected facility or elsewhere on campus. All current and future gift agreements for facilities (renovation and construction) state that the university may need to alter the space over time and will seek appropriate ways to continue to recognize the original gift.
- G. In the rare event that a donor does not fulfill his/her pledge, the donor's plaque may be removed from the space and the space may be made available for re-naming. The vice president of advancement will make this determination, and appropriate documentation regarding the removal will be kept on file.

- H. Plaques are an inappropriate method for recognizing volunteer committees established for fund-raising purposes. These volunteers will be recognized in development publications, events, and with gifts to volunteers when appropriate.
- I. The donor relations staff is creating and will maintain a plaque inventory.
- J. The donor relations staff will create a new plaque at a donor's request due to a name change because of personal circumstances. The plaque will be recreated at the donor's request and expense. Plates/plaques will not be changed due to business name changes.

PART 2: PRODUCTS

2.01 Plaques

- A. Plaques will be created in the university standard, which is currently either cast bronze or brushed metal with colored letters, depending upon location and surrounding finishes. Donors will not be encouraged to dictate design, logos or symbols.



Examples of Plaques



- B. All plaque wording will be approved in writing by the donor in accordance with the terms set forth in the gift agreement or pledge form. This approval process will be managed by the donor relations staff in concert with the donor's prospect manager or advancement gift officer.

PART 3: EXECUTION

3.01 Site Location

Plaques are to be placed at a location from which they can easily be viewed by individuals of all abilities, as reviewed and approved by Facilities Services and Campus Planning and Projects (FSCP). Provisions shall be made to provide an ADA accessible paved area from which to view the plaques, if existing paved areas cannot serve this purpose.

3.02 Anchoring

Plaques shall be securely anchored to prevent tampering, vandalism or damage from lawn mowing or other activities.

3.03 Shop Drawings

Provide shop drawings showing fabrication and construction details (including proposed size and graphic design, paved viewing area and the relationship of the proposed plaque to surrounding site amenities).