


Guidelines for Dedication Plaques at UM System Facilities

1. Design:
 - a. Materials: cast bronze
 - b. Size and Placement: as recommended by the Consultant and confirmed by the PM
 - i. Typical size is 20" x 30", but can vary depending on content and scale of space
2. Content – follow the format and content in the example below:

	
PROJECT NAME HERE	
AUTHORIZED BY THE <##>th GENERAL ASSEMBLY THE HONORABLE <NAME HERE>, GOVERNOR	
ERECTED 20XX-20XX	
DEDICATED <DATE HERE>	
THE HONORABLE <NAME HERE>, GOVERNOR	
BOARD OF CURATORS	
<CURATOR NAME HERE>	<CURATOR NAME HERE>
<CURATOR NAME HERE>	<CURATOR NAME HERE>
<CURATOR NAME HERE>	<CURATOR NAME HERE>
<CURATOR NAME HERE>	<CURATOR NAME HERE>
<CURATOR NAME HERE>	<CURATOR NAME HERE>
<CURATOR NAME HERE>	<CURATOR NAME HERE>
<CURATOR NAME HERE>	<CURATOR NAME HERE>
PRESIDENT OF THE UNIVERSITY <PRESIDENT NAME HERE>	
CHANCELLOR <CHANCELLOR NAME HERE>	
ARCHITECT <ARCHITECT NAME HERE>	CONTRACTOR <CONTRACTOR NAME HERE>

- a. Font – Georgia
- b. Project Name – ensure the project name indicates whether the project is a:
 - i. New building “<Project Name> Building”
 - ii. Building addition “<Project Name> Addition”
 - iii. or Renovation “<Project Name> Renovation”
- c. Erected Dates – include in the range the years the project was under construction
 - 1. For renovation projects, substitute “Renovated” for “Erected”
- d. Dedicated date – date of building dedication ceremony
- e. Board of Curators list
 - i. To include all curators on the Board at the time of Project Approval and at Building Dedication, inclusive
 - ii. Curator appointments are subject to change, making it important to finalize the list close to the dedication date. Plan to provide a temporary plaque for the dedication ceremony.
- f. President and Chancellor
 - i. Listed separately as shown above for UMKC, UM Rolla, and UMSL
 - ii. At MU, list together as shown:

PRESIDENT & CHANCELLOR
MUN Y. CHOI

3. Process:

- a. Consultant submits draft design to Project Manager (PM), including:
 - i. Mockup image with size indicated
 - ii. Proposed location of the plaque (plan view and elevation)
 - 1. Plan view to include context for reviewers to understand the location of the plaque on the building as a whole
 - iii. For some projects, PM may request a rendered image of the proposed installation
- b. PM reviews with applicable stakeholders, consultant to revise as needed
- c. PM submits mockup image, size, and location to FPD to review for conformance with standards and to coordinate President and Board of Curators approval. FPD will notify the PM when the draft mockup is approved, noting that the final curator list is pending.
- d. Within two weeks of the dedication ceremony, PM to verify the curator list with FPD. Once the list is verified, temporary and permanent plaques can be ordered.