

Campus Memorial Guidance Document

The purpose of this document is to provide guidance when Facilities and Operations receives requests for campus memorials such as trees, benches, and plaques.

- All memorials (including verbiage on memorial plaques) must be approved by the Signage and Wayfinding Committee and Facilities and Operations.
- Memorial trees with/without plaques must be approved by the Tree Committee. Memorial trees are provided by the University (the requestor cannot provide the tree) and must be a minimum of 6 ft tall.
- Labor for installation will be provided by the Facilities and Operations.
- It is recommended that memorial benches be installed on the west side of Buskirk field along the sidewalk between Morrow Library and the circle planter at MSC Plaza.
- Memorial bench/tree plaques are 4" x 6". All verbiage must fit on this plaque size.
- In the future, Memorial tree plaques will not be placed on the ground, but rather will be 3" x 5" and will be affixed to the tree (stainless steel spring wrapped around tree and connected to plaque). All verbiage must fit on this plaque size.
- Memorial tree plaques must include the common name and scientific name of the tree.
- Memorial plaques are recommended to be brass or bronze. All other materials must be approved by Facilities and Operations.

Costing:

- New memorial bench and concrete pad plus memorial plaque: \$5,000
- New memorial bench and memorial plaque (existing pad): \$3,500
- New memorial plaque (existing bench and pad): \$1,500
- MU Purchased Tree w/ plaque: \$2,000
- MU Purchased Tree (no plaque): \$1,000
- Plaque for existing tree: \$1,500