

## 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

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ERECTED 20XX-20XX

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**DEDICATED**  
<DATE HERE>

**THE HONORABLE**  
<NAME HERE>, GOVERNOR

**BOARD OF CURATORS**

<CURATOR NAME HERE> <CURATOR NAME HERE>  
<CURATOR NAME HERE> <CURATOR NAME HERE>

**PRESIDENT OF THE UNIVERSITY**  
<PRESIDENT NAME HERE>

**CHANCELLOR**  
<CHANCELLOR NAME HERE>

<p><b>ARCHITECT</b> &lt;ARCHITECT NAME HERE&gt;</p>	<p><b>CONTRACTOR</b> &lt;CONTRACTOR NAME HERE&gt;</p>
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- a. Font – Georgia
- b. Dedicated date – date of building grand opening
  - i. Plaques can take 3-4 months to arrive. A temporary plaque can be used for the dedication ceremony.
- c. Board of Curators list
  - i. To include all Curators on the Board at the time of Project Approval and at Building Dedication, inclusive
- d. 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 PM, including:
  - i. Mockup image with size indicated
  - ii. Proposed location of the plaque (plan view)
  - iii. For some projects, PM may request a rendered image of the proposed installation
- b. PM reviews with applicable stakeholders
- c. PM submits final mockup image and location to FPD to coordinate President and Board of Curators approval
- d. FPD will inform the PM when the mockup is approved