**University of Idaho**

**Recognition/Commemorative Tree Request Form**

This form may be completed by/for those interested in planting a tree on the University of Idaho Moscow campus in recognition or commemoration of a person, group, event, or organization directly affiliated with the University or its established traditions, per the [UI Recognition/Commemorative Tree Program](http://www.uidaho.edu/apm/40/31). This request should be completed and returned, well before the dedication event deadline, recognizing that **6 to 8 weeks** are required for tree ordering and/or plaque preparation. Text selections for the plaque must follow UI standards and guidelines concerning content, titles, font, & punctuation, and will be reviewed, edited, and approved by the Recognition/Commemorative Policy Group. [Note: Order cancellation may result in penalty charges.] Questions/concerns may be directed to the UI Facilities Landscape Director or Campus Horticulturist, (208) 885-6246. Thank you.

Prepared by: Date: Payment Method

Requested by:

**Requested for**:

Plaque Text: Please attach correct spelling of honoree/s names; titles; and proposed text. Format of plaque will follow closely that which is shown below. (*Draft Text will need to be reviewed and signed off by Requestor, before plaque order goes to foundry.)* **See Inscription Guidelines Below**

Tree Name – Common

Tree Name – Scientific

Salutation

Person or Event Name

Label or Reference ( ie College of \_\_\_\_\_\_ )

Open Line for a Quote or Saying

Year

*(Please Note: Possible tree species and cultivar selections are discussed with the requestor as to potential types to be planted. Final choice is determined by Facilities staff. Final Tree Location & Text Submissions must be approved by the Requestor; the Facilities AVP; the Facilities AES Director; and by the Landscape Department before plant or plaque orders are submitted.)*

Desired Location if Known:

Alternate Desired Location:

Event Date:

Additional Comments:

**THIS BOX FOR USE BY RECOGNITION/COMMEMORATIVE POLICY GROUP ONLY**

Approval (please initial as identified)

 Facilities Assistant Vice President

 Architectural & Engineering Services Director

 Landscape and Exterior Services Director

Recognition Tree Commemorative Tree *Select One Please*

**Commemorative Tree Plaque Inscription Guidelines.**

* Maximum of seven (7) lines per plaque.
* Maximum of forty-six (46) characters per Line, including spaces.
* No graphics or artwork allowed, though association logos will be considered if they will fit.
* No titles allowed with the person’s name on this line.
* Quote or Saying must be short, dignified, and relevant to the person or event being honored.
* Layout as shown below.

**Tree Name – Common**

**Tree Name – Scientific**

**Salutation**

**Person or Event Name**

**Title or Reference (ie College of \_\_\_\_\_\_\_**

**Open Line for a Quote or Saying**

**Year**