

Guidelines for Landscape Based Recognition and Memorials

The Sculpture and Statue Committee is composed of the following positions: The Executive Vice President; the Vice President for Finance and Administration; the Vice President for Development, Alumni & Parent Relations or a designee; the Director of Facilities Planning and Management; and a faculty member from the Department of Art and Art History or their designees. The Committee is responsible for reviewing all proposals **to develop landscape based recognition and memorial features** on campus and for making a recommendation to the President. In making their final recommendation to the President, the committee will take into consideration the following:

- Purpose of the request.
- Costs to Gettysburg College associated with installation, maintenance or other fees.
- Appropriate space and placement of improvements.
- Consistency with campus landscape standards.
- Limited locations remaining for installation of gardens and memorials.

Proposals are required for:

1. Request to plant a tree as part of a dedication or memorial
2. Request to install a bench or other approved exterior furniture, as part of a dedication or memorial.
3. Request for the installation of a garden or patio for the purpose of a dedication or memorial

Proposal Process:

- The initial proposal to make a gift to Gettysburg College, for the purpose of an exterior memorial or recognition must first be submitted to the Development Office.
- The proposed landscape improvement is submitted by the Development Office to the Director of Facilities Planning and Management, for initial review. Proposal should include:
 - Summary of proposed scope of project
 - Proposed or preferred location of landscape enhancement
 - Budget
 - Anticipated schedule for completion.
 - Anticipated dedication or celebration (if required)
- After initial review, the Manager of Grounds and Landscape Services will:
 - Identify appropriate locations to meet the requirements of the proposal.
 - Approve requested species/variety of planting or make alternate recommendation.
 - Review request for consistency with campus landscape standards.
 - Make recommendations back to the Director of Facilities Planning and Management.
- Director of Facilities Planning and Management will submit the proposal to the committee for review and recommendations.
- The committee will review the proposal and make a recommendation to the President. Gettysburg College reserves the right to reject any proposal without detailed explanation.

Manager of Grounds and Landscape Services Responsibility for Campus Landscape Enhancements:

- Design review of landscape improvements
- Species selection and approval for optimal plant health.
- Instituting campus hardscape and site standards
- Oversight of installation and contractor selection.
- Recommendation to committee for appropriate time for installation and dedication.