

Proposal Form for Memorial and Honorific Objects

UCLA Policy 113, Memorial and Honorific Objects, describes under what circumstances a proposal for a Memorial or Honorific Object in honor or memory of an individual, group, or event may be considered for approval. It is recommended that this Policy be read *before* submitting a proposal. This form may be used or equivalent document that contains the required information for preparing a proposal. If a gift is involved, please contact External Affairs.

Date: _____	
Proposer (Name): _____	Department: _____ (if applicable)
Representing: _____ (if applicable)	
Email: _____	Phone: _____

Type of Memorial Object (please check): <input type="checkbox"/> Bench <input type="checkbox"/> Fountain <input type="checkbox"/> Monument <input type="checkbox"/> Plaque <input type="checkbox"/> Sculpture <input type="checkbox"/> Other (please specify)
Subject of Memorial Object: _____
Description of Subject (attach additional pages as needed): _____
Proposed verbiage on Memorial Object: _____
Suggested location of Memorial Object and reason. _____
Source of funding for Memorial Object design and manufacture, installation and maintenance costs: _____
Is a dedication ceremony planned? If yes, describe including desired date and source of funding: _____

Submit the completed form and any additional pages to:

Office of the Vice Chancellor & Chief Financial Officer
405 Hilgard Avenue
Murphy Hall 2147
Los Angeles, CA 90095
Attn: Memorial and Honorific Objects