

DESIGN OF COMMEMORATIVE BUILDING PLAQUES

NOTE TO PROFESSIONALS:

IHL requires a commemorative plaque containing the current names of the IHL Board members, the Commissioner, and the Institutional Executive Officer (university president or chancellor) to be installed on all new or renovated facilities at the time of the project completion. This applies to all projects that have a construction cost of \$2,000,000 or more.

The information shown on the following page should be included on all commemorative building plaques for public university buildings. Please use the names, spelling, order and layout for the members of the Board of Trustees as shown. This information will be used for IHL projects as well as Bureau of Building projects. Please consult with the Bureau of Buildings for additional information to be included on the plaque for B.o.B. projects. Please consult with the universities for additional information to be included on the plaque for IHL projects.

The final design for the plaque should be submitted to the IHL Office of Real Estate & Facilities for review and approval before production.

SIZES:

The overall size of the commemorative plaque should be as determined by the university and the architect, but generally should not exceed 4'h. x 3'w. Most plaques will be on the order of 3'h. x 2'w. The height of the Board members names should be ½" minimum.

Note: The erection date should be the year of completion. Fonts shall be as selected by the university and the architect.

**(NAME OF PROJECT)
ERECTED 2017**

**(NAME OF UNIVERSITY)
JOHN R. DOE, PRESIDENT**

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DR. ALFRED RANKINS, JR.**

**ARCHITECT
(NAME OF ARCHITECT)**

**GENERAL CONTRACTOR
(NAME OF GENERAL CONTRACTOR)**