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 designee. 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.