



UNIVERSITY OF
GEORGIA
Finance & Administration

Request to Install/Name a Memorial or Honorary Bench

(in recognition of an individual, corporation, foundation or organization)

DATE: _____

Point of Origination:

Name/Development Officer: _____

Department: _____

Location Details (choose existing or new bench):

☐ **Existing bench.** Please describe the precise location of the bench. It is important to note that not all requests for naming of specific existing benches may be honored. You will be contacted to discuss an alternate location if this is the case.

☐ **Newly installed bench.** Please describe where you wish the bench to be sited – if it is not possible to site the bench at your proposed location, you will be contacted to discuss an alternate location:

Name of the individual(s) or organization(s) to be honored: _____

If naming for an individual, the person is: ☐ Living ☐ Deceased

Name of donor(s), if different from honoree(s): _____

Have Honoree(s) or Donor(s) been notified of these intentions? ☐ Yes ☐ No

Contributions and/or outstanding/meritorious service to institution:

Biographical Information on Donor(s) [if different from honoree(s)]:

Fund amount received to date _____

Attach a map* of the area proposed to be named

*can be obtained from the Office of the University Architects (706.542.3605)

Faculty/Staff Requestor (print name)

(Signature)

Dean or Director (print name)

(Signature)

Assoc. Vice President/Vice President (print name)

(Signature)

VP for Development and Alumni Relations

(Confirms philanthropic giving criteria has been satisfied, required regardless of basis of naming)

Sr. VP for Academic Affairs and Provost

VP for Finance & Administration

**Please transmit to: Office of the Vice President for Finance & Administration
 230 Administration Building**

Office use only

☐ Copied to requestors, all signatories, Facilities Mgmt., , and OUA (date)

Rev. March 2018