



## **Semper Fidelis Memorial Park**

### **Guidelines for Monuments**

The Marine Corps Heritage Foundation (MCHF)/National Museum of the Marine Corps (NMMC) makes information on monument guidelines for Semper Fidelis Memorial Park available on its web sites to enhance public knowledge and promote a better understanding of the process involving the placement of a memorial. This information comes from a wide variety of internal sources within MCHF/NMMC and attempts to provide and maintain clear, accurate and timely information. However, MCHF/NMMC cannot guarantee the quality, completeness or timeliness of the data provided. MCHF/NMMC retains the right to change any content involving these guidelines without prior notice and should contact the Director of NMMC before engaging in any type of financial obligations involving the placement of a monument in Semper Fidelis Memorial Park.

**Background:** Semper Fidelis Memorial Park is located adjacent to the National Museum of the Marine Corps on the grounds of the Marine Corps Heritage Center, in Triangle, Virginia. The Center is part of Marine Corps Base Quantico, but the Museum and its grounds are located outside the gates of the Base. The Center is open every day but Christmas, from 9:00 a.m. to 5:00 p.m. Admission and parking are free, and approximately 500,000 guests have visited the Museum each year since it opened in November 2006. The project is the result of a dynamic partnership between the U.S. Marine Corps and the Marine Corps Heritage Foundation (MCHF). The Foundation raised the funds required to build the Museum and Semper Fidelis Memorial Chapel and Park.

Along the paved trails of the Park (over 1 mile), there are opportunities for organizations with an affinity with the Marine Corps to sponsor monuments and plaques. Sponsors take full responsibility for their cost and their installation, to include a one-time fee placed in escrow for their long-term maintenance. The precise location of any monument is dependent on the shape and size of the piece itself and the availability of installation sites, while a plaque will be installed on the Memorial Wall. The MCHF is responsible for collecting the site fees, arranging for their installation, as well as selecting a site for the monument. Upon the approval of a design, the proposer will be referred to the Foundation.

A selection committee chaired by the President, Marine Corps University, considers all proposals for monuments. Organizations interested in proposing a monument should submit a concept, including dimensions, a materials list, any text to be included, name of sculptor or manufacturer, and a sketch of the finished piece to:

President, Marine Corps University  
2076 South Street  
Quantico, VA 22134-5067.

An additional copy shall be submitted to the MCHF:

Marine Corps Heritage Foundation  
3800 Fettler Park Drive, Suite 104  
Dumfries, VA 22025

Examples of installed monuments and a sample proposal package can be found at the Museum's web site, at [www.usmcmuseum.org](http://www.usmcmuseum.org), and at MCHF's web site at [www.marineheritage.org](http://www.marineheritage.org). Once a monument is approved, proposers will be directed to the Heritage Center for additional information.

## Monuments

**Guidelines:** Most of the monuments that have been approved to date are based on classical geometric shapes, as you can see from the examples. These monuments are cost effective, easier to install and maintain, and interact well with the natural surroundings of Semper Fidelis Memorial Park. The committee will also consider more complex sculpture, but these also require a more intensive review process.

The Park is open to any visitors to the Center, and the trails are fully accessible. While security is provided, anyone proposing a monument should know that the piece will be touched. There are no barriers provided between the public and the monuments.

The following guidelines apply to all proposals:

### Technical Guidance

Size:

**Footprint** for the monument shall not exceed 9 square feet in an area 6 feet by 6 feet. If the monument is to be viewed from all sides, to enable visitors to circumnavigate it, the monument may be surrounded by a walkway of bricks or pavers that extends 4 feet equidistance from the base of the monument (depending on the size of the monument this may extend the total area of the footprint).

**Height** must not exceed 10 feet.

**Materials:** Granite and bronze are the most commonly used materials for monuments. Large-grain marble will also be considered. Porous materials, such as sandstone, should be avoided. Consideration should be given to how plaques and panels are attached, calling out the kind of hardware required. Not all materials interact well; bronze and granite work well together, but bronze and marble do not, for example. The long-term patina of the piece should be decided upon in advance by the designer or sculptor and any associated maintenance requirements identified and discussed.

Design considerations:

Avoid features that collect water.

Statuary should include ventilation and drainage weep holes.

No moving parts are allowed.

No external lighting is allowed.

Avoid features that can be easily climbed on, swung upon, or otherwise be broken from visitor interaction.

Most monument sites are not viewable from 360 degrees; all sites can be viewed from three sides. Special care will be taken to locate a site that enhances the intended view shed of the monument.

No water features within the monument or associated with its base.

Avoid built-in seating; fixed benches are provided at intervals along the trail system and may be purchased for installation in proximity to a proposed monument (but not within the direct footprint).

Base: Each monument requires a concrete base, commensurate in size to the monument being proposed. Details for the base are coordinated by MCHF with the installer. MCHF will make arrangements to have the base installed and bill the organization providing the monument. The organization is also responsible for all installation costs, to include any damage that may occur to the trails.

#### Artistic Guidance

Accuracy: Great care should be taken that every aspect of the monument be factually and technically accurate, to include text, etchings, photographic representations, and sculpted pieces.

Human figures: No sculpted likenesses of specific people are allowed other than monuments already designated for John A. Lejeune, Lewis B. Puller, John Basilone, and Daniel J. Daly. The committee will consider other sculpted likenesses that represent the organization or subject matter intrinsic to the proposal.

Great care should be taken to reflect the diversity of the Corps appropriate to the time period being represented by the piece.

Facial expressions, body posture, and other human attributes should be appropriate to the action being portrayed.

Any photographs, etchings, or sculpted likenesses must be fully approved and will be scrutinized for accuracy. In the case of a human likeness, this includes helmets to boot laces and everything in between.

Human figures should be no small than life size and no greater than 20 per cent greater than life size (figures appear smaller when mounted on bases in an outdoor environment).

## Plaques

**Guidelines:** To insure uniformity of plaques, they shall adhere to the following guidelines:

- Size shall be 20 inches in width and 27 ½ inches in height.
- The materials of each plaque shall be bronze, 5/16 inch thick, with raised satin copy; single-line, beveled-edge border; black painted background with a pebble finish; and blind mount with no rosette fasteners.

### Review process

The selection committee will initiate the concept review of all proposals, consulting with other subject matter experts as needed. In some cases, the initial package may contain sufficient detail to fully approve the proposal. If not, the proposer may be asked to submit more detailed sketches, text, or other specific information.

For more complex pieces or sculptures that involve greater scrutiny, the following steps may be taken:

Concept design review. The more we know about your project as early as possible, the faster the reviews will go. Keep in mind that several people may need to review the proposal, and this could add time to the schedule.

Maquette review at the 60% and 95% stage of design completion. While in-person review is preferable, the committee may be able to review from high-resolution photographs. For particularly complex pieces, the review may require curatorial experts to consult with the artist and review the design work in greater detail. This could include the art, armament, and uniform and heraldry curators. *All costs associated with such reviews, including travel, are the responsibility of the proposer.*

Pre-casting review.

Pre-installation review.

### Legal Guidance

Monuments become the property of the U.S. Marine Corps upon their installation or upon their being gifted to the Corps by MCHF.

Copyright of the monument should also convey.

A deed of gift to cover transfer of ownership from the donor to MCHF will be provided by the Foundation and will require the signatures of all parties.