



**NATIONAL MUSEUM**  
OF THE  
**MARINE CORPS™**

**Semper Fidelis Memorial Park**  
at the  
**Marine Corps Heritage Center**



**Guidelines for Monuments/Rally Point Monuments**

---

## OVERVIEW

The Marine Corps Heritage Foundation (MCHF)/National Museum of the Marine Corps (NMMC) makes information for monuments and rally point 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 donor/organization should contact the Marine Corps Heritage Foundation 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 Marine Corps Heritage Foundation raised the funds required to build the Museum and Semper Fidelis Memorial Chapel and Park.

**Construction:** Along the paved trails of the Park (over 2.5 miles), there are opportunities for organizations associated with the Marine Corps to sponsor a rally point, monument, or plaque. Sponsors take full responsibility for the cost and the installation of the rally point, monument or plaque, to include a one-time fee placed in escrow for 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. The Marine Corps Heritage Foundation is responsible for collecting the site fee and escrow fee and arranging for the installation as well as selection of the site for the rally point, monument or plaque. Design, manufacturing, and installation fees are the responsibility of the group and paid directly to the designer/production company.

Once the group has an agreed upon a final proof, they must submit it to MCHF for review before sending to the selection committee. Each monument group must work closely with MCHF throughout the design process and installation. A selection committee chaired by the President, Marine Corps University, the director of NMMC, Marine Corps History Division, and the President and CEO of the MCHF considers all proposals for rally points, monuments and plaques. Organizations interested in proposing a monument or rally point monument should submit a concept, including dimensions, a materials list, any text to be included, name of sculptor or fabricator, and a sketch of the finished piece to:

Marine Corps Heritage Foundation  
18900 Jefferson Davis Hwy  
Triangle, VA 22172

Organizations must not begin production of a monument, rally point, or plaque until a final approval letter has been received from the selection committee. Approval to begin production will be given by MCHF to the fabricator once the approval letter has been finalized and received by the organization requesting monument, rally point, or plaque.

## Monuments

**Guidelines:** Most of the monuments that have been approved to date are based on classical geometric shapes. 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 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 and exposed to varying types of weather. There are no barriers provided between the public and the monuments.

Examples of installed monuments can be found at the Museum's website, at [www.usmcmuseum.org](http://www.usmcmuseum.org), and at MCHF's web site at [www.marineheritage.org](http://www.marineheritage.org).

The following guidelines apply to all proposals:

### **Technical Guidance Size: Monuments**

**Footprint:** The monument shall not exceed 9 square feet in an area 6 feet by 6 feet. 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. Porous materials, such as sandstone, as well as light colored stones 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:**

- Proofreading is of utmost importance for names and dates and any future corrections and costs associated with this, will be the responsibility of the organization sponsoring the monument.
- No water features are allowed
- Avoid features that collect water
- Statuary should include ventilation and drainage weep holes
- No moving parts are allowed
- No external electricity or lighting is allowed
- Avoid features that can be easily climbed on, swung upon, or otherwise be broken from visitor interaction. Repair will be the responsibility of the group. 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 of the monument.

- Avoid built-in seating; fixed benches are provided at intervals along the trail system and may be sponsored. These benches are installed in reasonable proximity to proposed monument sites if the terrain and park design allows for additional seating (but not within the direct footprint).

**Base:** Each monument will require additional site/ground work; this cost is the responsibility of the sponsor. The type and amount of additional work will depend on the size and weight of the proposed monument and the site selected. This will ensure the stability of the monument. Each monument/rally point sculpture will require a concrete base, commensurate in size to the monument being proposed. Details for the base are coordinated with MCHF, the monument group and 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.

**Costs:** The escrow fee for a monument will be \$1,000.00 and the site fee will be \$20,000.00. These fees will be paid directly to MCHF. The cost of design, fabrication, and installation will be the responsibility of the group and paid directly to the fabricator. Any additional site work that is required due to size, weight or design will be the responsibility of the group but paid directly to MCHF. MCHF will oversee any additional site and groundwork that is required.

### Rally Point Monuments

**Guidelines:** Rally points are larger than monument sites and of various designs, as shown on our website. The rally points must be designed to 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.

Commented [JV1]: Do we provide pictures?

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: Rally Point Monuments**

Commented [JV2]: This portion should be specific to rally points.

**Footprint:** For the rally point shall be approximately 30-35 feet in diameter. If the monument is to be viewed from all sides, to enable visitors to circumnavigate it, the rally point 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 rally point this may extend the total area of the footprint). Rally points are viewable 360 degrees.

**Height:** Must not exceed 15 feet.

**Materials:** Granite and bronze are the most commonly used materials for monuments. Any needed retaining walls will be made of stack stone to maintain continuity with the park. Porous materials, such as sandstone, and light colored stones 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
- No water features are allowed
- Statuary should include ventilation and drainage weep holes
- No moving parts are allowed
- No electricity or lighting is allowed
- Avoid features that can be easily climbed on, swung upon, or otherwise be broken from visitor interaction
- Rally point sites are viewable from 360 degrees. Special care will be taken to locate a site that enhances the intended view of the rally point 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 sponsored. These benches are installed in reasonable proximity to proposed monument sites if the terrain and park design allows for additional seating.

**Base:** each rally point requires additional site/ground work. This will ensure the stability of the monument. Each monument/rally point sculpture will require 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.

**Costs:** The escrow fee for a monument will be \$5,000.00 and the site fee will be \$100,000.00 paid directly to MCHF. The cost of design and fabrication and installation will be the responsibility of the group and paid directly to the fabricator. Any additional site work that is required due to size, weight or design will be the responsibility of the group but paid directly to MCHF. MCHF will oversee any

additional site and ground work that is required.

### **Artistic Guidance**

**Accuracy:** Great care should be taken that every aspect of the monument or rally point be factually and technically accurate, to include text, etchings, and sculpted pieces. Corrections to names and dates will be the responsibility of the group.

**Human figures:** No sculpted likenesses of specific people are allowed other than monuments already designated for John A. Lejeune, Lewis B. Puller, and Molly Marine. 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 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 smaller 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 Mounted on Rally Points or Monuments**

**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 with no additional coloring; and blind mount with no rosette fasteners.

### **Review and Approval Process**

The selection committee will initiate the concept review of all proposals, consulting with other subject matter experts as needed. The proposer may be asked to submit sketches that are more detailed, text, or other specific information if the review committee determines additional information is needed.

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 will be reviewing the proposal, and this could add time to the schedule.

**Marquette 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, rally points, and/or plaques will remain the property of The Marine Corps Heritage Foundation.

Copyright of the monument, rally point, and or plaques shall also convey to the MCHF.

A Deed of Gift document provided by MCHF to cover transfer of ownership from the donor/organization to MCHF will require the signatures of all parties.

### **Notification of Final Approval**

The final approval letter will be drafted and sent from the Marine Corps Heritage Foundation to the requesting group.

For additional information or questions please contact  
Marine Corps Heritage Foundation  
18900 Jefferson Davis Highway  
Triangle, VA 22172  
1-800-397-7585  
Email – [info@marineheritage.org](mailto:info@marineheritage.org)