



## **Semper Fidelis Memorial Park**

### **Guidelines for Plaques**

**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 plaques in memory of units, classes, groups of Marines, functional interdisciplinary teams, and other recognized Marine Corps group activities. In the interest of achieving the most efficient use of our finite space, the Park's memorial plaques are reserved for units, teams, classes, and other groups. Sponsors take full responsibility for their cost and installation, to include a one-time \$1,000.00 fee placed in escrow for their long-term maintenance, and a \$2,000.00 Site Fee. Plaques will be installed on the Memorial Wall. Installers will need to contact the Foundation at 703 649-2351 to schedule the installation of the Memorial Wall plaque. Any damage to the wall as a result of the install will be the responsibility of the individual/organization/firm sponsoring the plaque. The MCHF is responsible for collecting the site fees, arranging for their installation, as well as selecting a site on the Memorial wall. 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 plaques. Organizations interested in proposing a plaque should submit a concept, including dimensions, a materials list, any text to be included, name of 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 plaques and a sample proposal package can be found at the Museum's web site, at [www.usmcmuseum.org](http://www.usmcmuseum.org), and at the MCHF's web site at [www.marineheritage.org](http://www.marineheritage.org).

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

**Guidelines:** Plaques shall adhere to the following guidelines:

- 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. Plaque dimensions may not exceed 1088 total square inches.
- Plaques shall honor units, groups, classes, and other Marine Corps teams, not individuals.
- Art work shall be limited to symbols and other general artistic representations that support the content and the proposers of the plaque, such as Marine Corps unit emblems, the Eagle, Globe, and Anchor, the U.S. flag, and similar expressions ; proposers should not include photographic likenesses, detailed interpretive maps, and other illustrative exhibitry.
- Content of the plaques should be general in nature to include names and overview information; content should not be interpretive.
- The text of a commemorative plaque should be simple. Call out the group or individual (s) being honored, why, when, and where; keep it basic and simple. Think in terms of a line or two for each. Ensure that spelling and dates are correct and format is consistent. Narrative paragraphs and lengthy descriptions are not encouraged. Quotations that speak to your subject may add historical context and authority.

### **Review process for plaques**

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.

#### Legal Guidance

Plaques 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 plaque should also convey.

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