

## Chadwick Arboretum & Learning Gardens Memorial Bench and Tree Policy

Effective January 1<sup>st</sup>, 2021

### **Introduction**

This policy serves to facilitate communication to assure your satisfaction as a donor as well as maintain the desired function and image of the Chadwick Arboretum & Learning Gardens. We appreciate your consideration for supporting the arboretum with a memorial bench or tree that will allow you to remember someone special, while benefiting visitors for years to come.

### **Memorial Benches**

Your donation covers the purchase and installation of a bench plus a plaque to be installed near or on the bench. It also provides funds to maintain the beauty of the area surrounding the bench. Thank you in advance for supporting the Chadwick Arboretum & Learning Gardens.

- The cost of the bench is \$5000 and includes a one-year [President's Club Membership](#). Bench styles vary depending on location.
  - Benches in Chadwick Arboretum and Learning Gardens are a recycled composite material.
  - Benches located elsewhere on campus are a blackstrap metal bench.
- The Director of the Arboretum determines the final location of the bench; however, locations will be suggested to the donor.
  - A map can be accessed at the following link to view available locations for memorial dedications.
    - <https://chadwickarboretum.osu.edu/become-member/commemorative-gifts-and-additional-support/memorial-tree-bench-interactive-map>
- Plaques will be mounted on the bench with appropriate wording acknowledging the person being honored. See 'Plaque Specifications' section below for additional information.
  - Plaque style will follow the guidelines for bench style.
  - Wording on the plaques should follow guidelines set forth; the guidelines include number of lines of text and characters per line, and the text is created by the donor. After final confirmation of the wording, edits cannot be made after being sent for casting, and staff are not liable for errors.
  - Logos and other line drawings, social media addresses, etc. are prohibited.
- The area around the bench will be maintained as appropriate for the location.
- Decorations are generally not permitted around the memorials; however ceremonies/unveilings are permitted. We ask that these events are coordinated along with Arboretum staff.

- Depending on weather conditions and time of the year, benches may take several months to be installed. No installations can occur during the winter months. The typical installation schedule for benches is as follows:

Request Date	Installation Timeframe
Jan. 1 <sup>st</sup> - Jun. 30 <sup>th</sup>	Fall
Jul. 1 <sup>st</sup> - Dec 31 <sup>st</sup>	Spring

### Lifespan of your memorial

Your donation ensures acknowledgement for a period of 10 years. The Arboretum will repair or replace benches that are damaged or destroyed during this 10-year period. As the Arboretum develops, it may be necessary to relocate or change the style of the bench. Every effort will be made to contact the donor with information impacting the donation. If needed the Arboretum Director and donor will work in concert to select a new location.

After 10 years, the donor is provided the first opportunity to renew the donation at the current amount. If the donation is not renewed, the bench is returned to the inventory of options for other donors.

### Memorial Trees

Your donation provides for the purchase, installation, a memorial plaque and maintenance. It also provides funds to maintain the beauty of the area surrounding the tree. Thank you in advance for supporting the Chadwick Arboretum & Learning Gardens.

- The cost of the tree is \$3,000 and includes a one-year [President's Club Membership](#).
- Payment can be submitted online or by check. Lower-cost alternatives may be available to student groups and organizations.

#### *For memorial trees to be planted at Chadwick Arboretum:*

- The Horticultural Team and Directors of the Arboretum determines the final location and tree species; however, locations and tree selection can be suggested by the donor. A map can be accessed at the following link to browse available locations on Chadwick Arboretum grounds.
  - [Visit Chadwick Arboretum's Memorial Tree and Bench interactive map.](#)
- The donor may choose from a list of existing trees in the arboretum instead of installing a new tree, labeled as 'Adopt a Tree.'

*For memorial trees to be planted outside of the Arboretum on The Ohio State University Columbus campus:*

- The University Landscape Architect determines the final location and tree species; however, locations and tree selection can be suggested by the donor. Chadwick Arboretum staff will facilitate the communication with the University Landscape Architect and University Landscape Planner.
- Plaques will be mounted on a post with appropriate wording acknowledging the person being honored. See these specifications below.
- Tree Selection: We have a plan that leads to a diverse collection of trees in Chadwick Arboretum and use a tree mapping system that allows us to monitor and track this diversity. We will make every effort to meet your request while at the same time, meeting the goals of Chadwick Arboretum.
- Tree installations occur in the spring and fall. Although we will make every effort to honor installation timelines and tree selections, please note that working with live plants and the weather may bring unforeseen changes to our schedule. The typical installation schedule for trees is as follows:

Request Date	Installation Timeframe
Jan. 1 <sup>st</sup> - Jun. 30 <sup>th</sup>	Fall
Jul. 1 <sup>st</sup> - Dec 31 <sup>st</sup>	Spring

### **Lifespan of your memorial**

The lifespan of your memorial tree is 10 years. During the first ten years, if the condition of the tree does not meet the Chadwick Arboretum standards due to disease or weather-related damage, we will replace the tree/shrub and reinstall the acknowledgement. If changes to Chadwick Arboretum design results in the elimination or transplanting of the tree, the donor will be informed and will help determine new placement or species.

The tree will remain a memorial for its lifespan. However, if the condition of the tree does not meet our standards, or design eliminates the type or location of the tree after 10 years, the donor will be given the opportunity to make an additional contribution to re-dedicate a new tree.

## Plaque Specifications

### 1. Bench Plaque Specifications

#### a. Composite Benches

- Plaque dimensions are approximately 3" x 10". There is space for 2-3 lines of text with approximately 150 characters total. A blank line between a line of text constitutes a line.
- Plaque sentiments are to be submitted by donor and are subject to final approval by the Director(s).
- Plaques are laser engraved on photo metal. Logos and other line drawings are not able to be accommodated.
- Social media addresses are prohibited.

#### b. Plaques are placed on the front side of the bench on the top slat in the center.

#### c. Limestone Benches – *Note that limestone bench installations are paused indefinitely, until further assessment for placement can be completed (expected to be available again by 2023)*

- Plaque dimensions are approximately 3" x 12". There is space for 3-4 lines of text and approximately 150 characters total.
- Plaque sentiments are to be submitted by donor and are subject to final approval by the Director(s).
- Logos and other line drawings are not able to be accommodated.
- Social media addresses are prohibited.
- Donors will be provided a proof of the plaque design before fabrication begins.
- Plaques are fabricated from bronze with raised letters.
- Plaques are placed on the front side of bench seats.

### 2. Tree Plaque Specifications

- Plaque dimensions are approximately 2" x 3.5". There is space for up to six lines of text with approximately 250 characters total. A blank line between a line of text constitutes a line.
- Plaque sentiments are to be submitted by donor and are subject to final approval by the Director(s).
- Plaques are mounted on an approximately 2" x 4" x 6' wood/composite stake
- In addition to the memorial sentiment, memorial stakes also include a same-sized plaque with tree nomenclature and Arboretum and University logos
- Plaques are laser engraved on photo metal. Logos and other line drawings are not able to be accommodated.
- Social media addresses are prohibited.

*The Chadwick Arboretum team looks forward to talking with you about how we can help you or your group honor your friends and loved ones. For more information, email [ChadwickArboretum@osu.edu](mailto:ChadwickArboretum@osu.edu) or call (614) 688-3479.*