



## MEMORIAL PLAQUES

In order to obtain approval from The Woodlands Township for a memorial plaque to be installed in a park in The Woodlands, plaques must meet the following guidelines:

1. The plaques are eight inches long by four inches wide and will either be:
  - a. Installed at ground level and flush with natural grade with a border of concrete no greater than four inches on any side, or
  - b. Installed within the concrete foundation of a bench, picnic table or other approved structure within the park.
2. The plaques are made of bronze with a dark brown finish.
3. The plaques have no more than six lines of message text as described below. Text font style will be Times New Roman and sized no larger than a 5/8 inch nor smaller than a 1/4 inch font size. Text may be bold or italicized.
4. The plaque's message can only be up to six lines. The text must be in this order:
  - a. **Salutation or Heading:** (*limited to one line*) examples:

IN HONOR OF	IN APPRECIATION OF	IN THANKS TO
IN MEMORIUM	IN LOVING MEMORY OF	IN APPRECIATION OF
  - b. **Name or Title:** (*Limited to three lines*)  
The name must be a real person and may display the full or partial name, including a nickname. The name may also display the persons' official title(s). The person being recognized must be, or have been a resident of The Woodlands. The person being recognized may also be someone who works or worked in The Woodlands.
  - c. **Date:** (*limited to one line*) examples:

01/01/50 – 01/01/01	January 1, 1950 – January 1, 2001
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d. **Donor:** *(limited to one line)*

This line may display only the identity of the donor and may not include personal names, family names, nicknames, civic organizations, schools, churches, or corporate or business names, but may only use identifiers such as:

FRIENDS, A FRIEND, CLASSMATES, THE CLASS OF '02, FAMILY, PARENTS, THOSE WHO LOVED HIM, HIS CHURCH, THE BRIDGE CLUB, EMPLOYER, CO-WORKERS, ETC.

e. **Personal Message:** *(limited to one line)*

This line may display only the person's contribution to The Woodlands or reason for the recognition. Examples:

DEDICATED COMMUNITY LEADER	LOVING FATHER	HONORED CLASSMATE
OUTSTANDING CITIZEN	HOMETOWN HERO	KEEPER OF THE FLAG

The plaque message should be tasteful, respectful and not disparaging of other people or ideas.