The criteria and guidelines for naming spaces at the Institute are outlined in Section 14.6.1 of Policies and Procedures. The process to be followed in requesting a space naming is outlined in this document. For information on the approval and installation of plaques that do not name spaces, see Section 14.6.2 of Policies and Procedures.

Those wishing to name a space in honor of an individual or organization should take the following steps:

1. **Write a letter** to Maureen Donnelly, Associate Director of Stewardship in Resource Development, making the case for the naming of the space. The letter will be used as background material for consideration first by the Institute’s Building Committee and then by the Executive Committee of the Corporation, which authorizes all naming of spaces at the Institute.

   The letter should be signed by both the Department Head and the relevant Dean or Vice President, indicating their support of the proposal.

   **The letter should include the following information:**
   - Rationale for naming the space.
   - The specific location of the room/space/building
   - The proposed name of the room/space/building
   - The exact name(s) and year(s) of graduation (last degree received) to be used for the donors or honorees.
   - Specifics of gift size and total renovation/construction cost. (As a guideline, the gift must be at least 50 percent of the cost in order to name the space.) Information on the amount of the pledge or gift that has been paid should also be included. No vote will be submitted for namings that have not yet received initial funding, with at least 50% of the pledge amount in. While there are exceptions, this is the baseline expectation to move forward with a naming.
   - Proposed timing for the dedication ceremony for the new/renovated/currently existing space.
2. Submit the letter to Maureen Donnelly no later than four weeks prior to a meeting of the Building Committee, which typically meets four times each semester on a schedule set by the office of the Executive Vice President and Treasurer.

3. Resource Development will review the letter, seek clarification or completion if necessary, and forward the finalized letter to the Vice President for Institute Affairs and Secretary of the Corporation, with a copy to Michael Baenen, for presentation to the Building Committee for their review and approval no later than one month prior to their scheduled meeting.

4. Upon receiving the approval of the Building Committee, Michael Baenen in the President's Office will prepare the text of the vote to be submitted to the Executive Committee for approval and will submit it, with the letters and documentation, to the Executive Vice President and Treasurer for presentation to the Executive Committee. The Executive Committee typically meets at the beginning of each month during the academic year except January.

5. Following the Executive Committee meeting, Michael Baenen will send notification to Maureen Donnelly, and to the department representative, department head, relevant dean or vice president, the Vice President for Resource Development, and the Executive Vice President and Treasurer.

6. Maureen Donnelly will work with the department representative to develop appropriate text for the plaque, and will give final approval.

7. The department representatives must meet with Donor Relations staff and John Meneghini of the Facilities Department to determine plaque design, dimensions, placement and production schedule. Finalized text of plaque should be delivered to John Meneghini at the time of this meeting. The cost of the plaque will be covered by the department, or, in the case of new construction, out of the construction budget.

8. The time frame for the approval process and the plaque fabrication can range from 2 to 3 months.

12/6/06