|  |  |
| --- | --- |
|  |  |
| University Advancement Naming Request Form **(Used to name facilities, positions, and organizations)**  |  |
| Name of Project | Dept/College/Org |
|  |  |
| Name, Phone, and E-mail of Requester (point of contact) | Total Est. Project Cost |
|  |  |
| Proposed Name | Proposed Gift Amount |
|  |  |
| **Type of Naming** |  |
| * Building
 | * Space (Interior)
 | * Space (Exterior)
 |
| * Organization
 | * Position
 | * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Attachments.** Include at least the following:* Proposal and/or draft gift agreement
* Statement regarding the potential impact on other giving
* Documentation regarding how the gift amount was derived (formula)
* Blueprints/designs, as applicable
* List of other named spaces in the building/area (get from Advancement)
* Description of how position will be selected, including term limits (as applicable)
 |  |  |
|  |  |  |
| **Unit Development Officer** (if applicable) Name and Signature |  | Date |
|  |  |  |
| **Dean/Vice President/Provost** (as applicable) Name and Signature |  | Date |
|  |  |  |
| **Vice President for Advancement** Name and Signature |  | Date |

**Activity Checklist** (as assigned by President/VP for Advancement)

|  |  |  |
| --- | --- | --- |
| **Naming Committee Formed/Approved** |  | Date(s) |
| * Notes:
 |  |   |
| **Gift Agreement Signed** |  | Date |
| * Notes:
 |  |   |
| **Dedication/Publicity Planned (only released once Board has approved)** |  | Date |
| * Notes:
 |  |   |
| **President Approves/Recommends to Board of Directors** |  | Date |
| * Notes:
 |  |   |
| **Board Approves** |  | Date |
| * Notes:
 |  |  |
| **Publicity Begins** |  | Date |
| * Notes:
 |  |  |

Revised June 2019