|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | |  | | |
| 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