

NAMING REQUEST FORM

Request for Functional/Administrative, Honorific, or Commemorative Naming

Submit this form and all supporting documentation to: Lucy Cossentino-Sinnard, Director, Environmental Graphic Design at University Hall, Suite 600, Mail Location 0186 or Caleb Whitted, Executive Director, Office of University Advancement at University Hall, Suite 100, Mail Location 0064.

Date of Request

Name of Nominator

Campus and College or Unit

Facility, Space or Program Current Name (if any)

Proposed Name

Location on Campus

Purpose of Facility, Space or Program to be Named

Rationale for Proposed Name

Submit Detailed Information on Page 2 of the Naming Request Form

Requestor wishing to pursue a Commemorative Naming of a major facility must obtain the permission of his or her Dean, and Provost in order to proceed.

Approvals (signature and date)

Departmental Head

Date

Senior Vice President for Administration and Finance

Date

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Rationale for Proposed Name

Please provide a description of the accomplishments of the proposed honoree and detail their historical connection to the university. Include dates when possible.

Submit this rationale with Page 1 of the Naming Request Form to: Lucy Cossentino-Sinnard, Director, Environmental Graphic Design at University Hall, Suite 600, Mail Location 0186 or Caleb Whitted, Executive Director, Office of University Advancement at University Hall, Suite 100, Mail Location 0064.

NOTE: Funding source for required recognition signage must be identified by requestor