State of Mississippi
Department of Finance & Administration
Guidelines for the Placement of Honorary Markers on the Grounds of the New Capitol Building

Section 1. Purpose

The following guidelines have been established to govern the review and approval process of proposals to place permanent markers on the grounds of the New Capitol Building in honor of individuals and/or organizations. Regarding the placement of honorary markers on the grounds of the New Capitol Building, it should be noted that the grounds have historically been the location of elements that honor individuals rather than groups or organizations with preference given to individuals with a long history of state service or other contributions the State. ***It is the policy that the tradition of honoring important individuals associated with state government continues in this most appropriate public location.***

Section 2: Proposal Submission Process

The following steps apply to all proposals for long-term and/or living memorial displays at the New State Capitol.

1. Submit a preliminary proposal. The proposal must include:
    a. Identification of the person for whom the memorial will be placed;
    b. Short Bio and description of the person's contribution(s) to the State;
        i. The proposal must demonstrate that the contributions benefitted a preponderance of the citizens of the State of Mississippi;
    c. Identification of the person and/or entity submitting the proposal including contact information;
        i. Designate a single contact person with contact information.

The proposal must be submitted to the Director of the DFA Office of Capitol Facilities 90 days prior to the proposed time of the marker placement.

Proposals may be mailed to:

Mississippi Department of Finance & Administration
Office of Capitol Facilities
P. O. Box 267
Jackson, MS 39205

Section 3. Proposal Review

1. All preliminary proposals will be reviewed by a committee including the: Department of Archives & History - New State Capitol Building Historian, the Director of the Office of Capitol Facilities, and the DFA Supervisor of Grounds Maintenance.
    a. The committee may request further information from the designated contact person.
    b. The committee reserves the right to deny any preliminary proposal if it is determined that it does not meet the guidelines.
2. If the committee determines that the preliminary proposal meets these guidelines, the committee will forward the request to the Secretary of the Senate and Clerk of the House of Representatives for final approval.

Section 4. Living Markers

Living Markers consist of trees planted in honor of respected citizens of the State of Mississippi.

1. DFA reserves the right to select the tree type and location due to planting conditions, tree hardiness, supply availability, as well as, maintenance and design considerations.

2. Living Markers are not perpetual. The MS Department of Finance & Administration will endeavor to maintain and protect the plant with the best of horticultural practices. Every effort will be made to preserve and protect plants and trees in accordance with the highest horticultural and maintenance standards. However, the State cannot insure the plant from demise or damage due to severe weather conditions, extenuating natural causes, or potential vandalism.

Section 7. Definitions

As used in these Guidelines, the following definitions apply:

1. **"Capitol Complex"** means the capitol building and all state buildings established by §29-5-81.
2. **"Living Memorial"** includes new or replacement trees, shrubs, gardens, or other plantings commemorating an individual, organization, and or event.
3. **"State Capitol"** means the New Capitol Building.