

# VIRGINIA BEACH PARKS & RECREATION

## MEMORIAL PLAQUE GUIDELINES

### PLAQUE DIMENSIONS

BENCH BUDDY	MARBLE RECTANGLE OVERALL – 2-5/8" X 5-7/8" ENGRAVING AREA – approx. 4-3/4" X 1-5/8" 100 Characters Max. (not counting spaces or punctuation)
TREE BUDDY	2-PIECE MARBLE & GRANITE OVAL WITH HARDWARE – 7" X 4-1/4" ENGRAVING AREA – approx. 5" X 2-1/2" 100 Characters Max. (not counting spaces or punctuation)
BIKE BUDDY	MARBLE OVAL WITH HARDWARE – 8" X 1-3/4" ENGRAVING AREA – approx. 6-1/4" X 1-3/8" 100 Characters Max. (not counting spaces or punctuation)

### PLAQUE MESSAGE CRITERIA

Because these plaques are located in public spaces, the messages on them shall not feature or contain:

- Images or logos
- Profanity or vulgar language
- Sexual overtone or innuendo
- Personal attacks or threats against any person or group or libelous, harassing or abusive statements
- Information affiliated with, or promoting, illegal activity
- Hostility or violence toward any individual or group, including personal insults, libel or defamation of character
- Activities restricted to adults
- Attacks on ethnic, racial, gender or religious groups
- Information affiliated with, or promoting, political campaigns
- Cruelty to animals
- Information harmful to children or is of a nature to frighten children
- Any other message deemed to be inappropriate

A draft of the plaque with verbiage will be forwarded to the donor for approval before a final plaque is made.