

# Board of Trustees Institutional Advancement Committee Internal Naming Request

\*Date of request:

\*Name of requestor:

## NAMING INFORMATION

\*Fund code associated with naming:

\*Department:

\*Location of the space to be named :

Size of space in sq ft:

\*Please state the justification for the space's naming:

\*Financial commitment:

\*Paid to date:

## DONOR INFORMATION

\*Donor's full name:

\*DADD Entity ID:

Spouse's full name:

DADD Entity ID:

Duke degree (if applicable):

Duke alumni children (if applicable):

## RECOGNITION INFORMATION

Individuals to be honored, if not the same as the donor:

\*Exact language of named space as it will appear on plaque or other form of recognition:

Planned announcement of naming:

Other information that will be useful to the committee in reviewing the naming request (e.g. awards, special recognitions):

**Note:** New facilities or parts of facilities may be named for an individual who has donated at least 50% of the cost of the facility. Existing buildings or parts of buildings may be named when a donor's gift covers 50% of the cost for major renovations. Existing unnamed buildings or parts of buildings may be named for a substantial gift to the program housed within. What constitutes "substantial" is determined on an individual basis as recommended to the President by one of the senior officers. No facility or portion of a facility will be named for any member of the faculty or administration (except the President) until that person has been retired for 10 years or deceased for 5.

\*Required field