Friends of the National Arboretum  
Commemorative Bench Request

Thank you for your interest in our Commemorative Bench program! Your gift will secure a bench with a commemorative plaque to be placed at the U.S. National Arboretum. For more information or to return this form, please contact Susan Chapin at schapin@fona.org or 202.544.8733.

**Donor** (your name) ____________________________________________________________________________

Address ______________________________________________________________________________________

City ________________________________ State _________ Zip __________ - _______

Email: ________________________________________________________________________________________

Phone ________________________________________________________________________________________

**Tax-deductible donation:**

___ $5,000

___ $10,000

___ Additional gift of _________

**Forms of payment accepted:** Check, cash, stock, or credit card payable to Friends of the National Arboretum.

**For wording on the bench plaque, please fill out the attached worksheet.**

**Upon bench retirement in fifteen years, please contact:**

Name _______________________________________________________________________________________

City ________________________________ State _________ Zip __________ - _______

Phone ________________ Email ________________

*Thank you! Your donation is tax deductible to the extent allowed by law. You will receive a tax acknowledgement by mail for your records.*
You may use this worksheet to design your plaque. The appearance of the bench plaques is bound by the rules and regulations, given at the bottom of the page, that have been established by the Arboretum. Unfortunately, we are not able to make any exceptions.

First line (Please circle one)  

In Memory of  

In Loving Memory of  

In Honor of  

Second line (Name)  

Third line (Dedication)  

Fourth line (Year of dedication)  

2 0 1  

"Bench plaques are fabricated according to USNA standards. They are limited in size to 4.5 inches by 2.25 inches. The text shall be the Zaph Humanist font with the name in 20 point type and all other text in 16 point type. The first line shall be “In Memory of”, “in Loving Memory of”, or “In Honor of”. The second line shall bear the name in which the memorial is designated and is limited in length to 23 characters, including spaces. The third line may contain a dedication of the donor’s choosing that is no more than 40 characters, including spaces. The fourth and last line shall consist of the year in which the donation was made."