

Virginia Pathway to Liberty
Inscription Standards
Adopted October 2006

The following standards apply to inscribed bricks placed on Bank Street adjacent to Capitol Square in recognition of donors to the Virginia Capitol Foundation. The Capitol Square Preservation Council, a state-appointed council operating in support of Capitol Square, will review all inscription requests made on behalf of donors by the Virginia Capitol Foundation to ensure observance with these strict standards; the Capitol Square Preservation Council reserves the right to deny any inscription that fails to conform to the stated standards.

Individuals, schools, or school groups (such as class units and class room groups) may request an inscribed brick when making the required minimum donation of \$250. All inscriptions must fit within the established limit on the number of characters for each line - a maximum of three lines with a maximum of 14 characters on each line and may include:

- Legal name of an individual (or a portion of the individual's legal name)
- Nickname of an individual only when the nickname is used consistently in professional life. Quotes may surround the nickname.
- Name prefixes and suffixes: academic, honorary, social, and professional titles including military title and rank for branches of the United States Military. Style will comply with guidelines established by *Emily Post's Etiquette, 17th Edition*.
- Name of the school or school unit which may include an abbreviation of the name or portion of the name
- "In honor of" or "In memory of"
- Year(s) of service or birth/death years
- Punctuation marks and special characters, which will count toward the 14 character limit: Comma, semi-colon, period, quotation marks, dash, hyphen, foreign diacritical marks (acute or grave accents, tilde, circumflex, and umlat) and ampersand (&).

Additional information:

- Inscriptions will appear in all upper case letters in a standard font style
- Inscriptions will be centered on the brick
- The Virginia Capitol Foundation will determine the final placement of the bricks, making every attempt to place bricks together that are ordered together
- The inscribed bricks become the property of the Commonwealth of Virginia