

**Procedures for Private Individuals, Businesses, Churches, &
Civic Organizations to Sponsor Historical Markers**
(October 4, 2004 with price update February 25, 2016)

1. Sponsor should provide the Huntsville-Madison County Historical Society Marker Committee (Committee) with a brief historical sketch of the site/structure to be marked, suggest a suitable location for the marker, and identify the source of funding.
2. Committee or subcommittee designated by the chairperson determines whether the site meets the guidelines.
3. Sponsor begins drafting text to appear on marker:
 - Copy style of existing markers within the county.
 - Include enough historical detail to be interesting and educational.
 - Preferable to include same text on each side of marker; however, possible to have different text on the two sides if there are two somewhat distinct subjects being noted.
 - Markers may contain 50-150 words/side; however, keeping text to ~ 75-100 words/side (not including title, "Alabama Historical Association," and date) is more aesthetically pleasing and easier to read.
 - Sponsoring organization or individual shall not be mentioned on marker.
4. Sponsor submits draft text to Committee & requests review meeting:
 - Sponsor brings necessary documentation to meeting.
 - Committee works with the sponsor to review marker text; Committee has final editing and approval authority.
 - Committee and sponsor select exact location of marker.
5. Committee approves marker text and location, and submits request to Alabama Historical Association for approval.
6. Alabama Historical Association reviews request, and notifies Committee if changes are required.
7. Upon final approval, Alabama Historical Association submits text to the manufacturer for price quote (Recently \$2000-\$2500, depending on # of words & # of distinct sides).
8. Sponsor identifies person/agency willing to erect marker & provides shipping address.
9. Sponsor provides a check (made out to the Alabama Historical Association) to the Committee and the order is placed.
10. Sponsoring organization will plan unveiling & dedication ceremony, assisted by Committee, if necessary.