

Guidelines on Site Dedications, Groundbreakings and Related Donor Events

Site dedication and groundbreaking take place after appropriate Regental approvals of the construction project. There is a specific process for securing Regental approvals for major construction projects (over \$500,000). Priorities for major capital projects are reviewed and discussed at the regular meetings of the Capital Projects Committee (Provost, CFO, VP Development, VP and Secretary, VP for Government Relations, AVP Finance and Strategy of Health System).

A copy of the draft of the “Process for Regental Approval of Capital Projects” is attached. The process gives the step-by-step requirements including identification of need, budget setting, site identification, and selection of the architect and engineer. These are all elements of the first of three Regental Approvals. The three approvals are: (1) Approval of Project and Authorization to Appoint Architect, (2) Approval of Schematic Design, and (3) Authorization to Issue the Project for Bids and Award Construction Contracts.

Planning for site dedications and groundbreakings should be coordinated through the vice president for development who will then communicate the request to the other vice presidents within a week of receiving the request from a dean or development director. The vice president for development will work with the vice president of communications and the provost.

1. Because of the need to adhere to Regental approvals on buildings, units are requested to coordinate publicity about a proposed building or renovation, or gifts for those projects, and withhold publicity until AFTER the first Regental approval of the project (Approval of Project and Authorization to Appoint Architect). The announcement of any gifts for facilities projects should follow the process outlined for press releases during the campaign. It should begin with notifying the director of Development Communications and Donor Relations that there is a request for publicity.
2. Site dedications can take place AFTER the second Regental approval (Approval of Schematic Design). Site dedications are usually held in special cases when the later availability of the donor or the honoree at a groundbreaking ceremony is uncertain.
3. Groundbreaking events can occur AFTER the third Regental approval (Authorization to Issue the Project for Bids and Award Construction Contracts).