

# Plaque Inscription

**For Tree Commemorative use lines 3-7** with 30 characters per line (numbers, letters, punctuation, and spaces count as characters.) Lines 1 and 2 will contain the tree common and botanical name filled in by staff.

**For Bench Commemorative use lines 1-7** with 30 characters per line (numbers, letters, punctuation, and spaces count as characters.)

A final proof of the plaque will be emailed for your approval before sending to production.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

## Plaque Criteria

Production time for a commemorative plaque may vary throughout the year and is dependent on the manufacturer. Typical lead time after final proof approval is 10-12 weeks. Plaques are installed between June and November.

**Tree plaques** are mounted on an attractive boulder base and sealer is applied to reduce weathering. The boulders are installed within the mulched area after the tree is planted. All tree plaques have a total of 7 lines. The first two lines are filled in by staff to contain the tree's common and botanical names. A total of 5 lines with 30 characters per line are available for your commemorative inscription. (Numbers, letters, punctuation, and spaces count as characters.)

**Bench plaques** are mounted in the concrete base of the bench. A total of 7 lines with 30 characters per line are available for your commemorative inscription. (Numbers, letters, punctuation, and spaces count as characters.)



## Ordering Information

Applications for the Commemorative program are accepted year-round. Installation times will vary. Steps to complete the process are below.

1. Work with a Planner via phone (630-653-5429), email or in person to determine park & location.
2. A completed application is submitted, including the finalized park and tree/bench location as determined with the Park Planning Department.
3. Verbiage for the commemorative plaque is not required at the time application is submitted but may delay the installation. Commemorative plaques are ordered after the donor approves final proof. Lead time for production on plaque is 10-12 weeks after final proof approval.
4. Upon completion of installation a certificate of appreciation, a location map and thank you letter from the Wheaton Park District will be mailed. Requests for notification to be present during installation cannot be accommodated as installation date & times are not predetermined.



Wheaton Park District  
102 E. Wesley Street  
Wheaton, Illinois 60187  
PH 630.653.5429  
FX 630.665.5880  
wheatonparkdistrict.com

updated 1/1/22

## Tree & Bench Commemorative Program

Celebrate a special occasion, honor someone you hold dear or remember a loved one by donating a tree or bench.

Wheaton Park District





**PARK BENCH - \$2,500**  
*(Includes commemorative plaque & installation)*

- The Park Planner will assist you in selecting a park and location or you may choose to commemorate an existing bench if one is available.

- The commemorative bench style and final location will be chosen by the Planning Department based on the Wheaton Park District Master plan, at the discretion of the Planning Department.

- Benches typically require a 10–12 week lead time and are only installed between June and November due to weather and programming limitations.

**TREE - \$1,000**  
*(Includes commemorative plaque & installation)*

- A tree may be selected from a variety of species from the list provided.

- The Park Planner will assist you in selecting a tree, park and location or you may choose to commemorate an existing tree if available. The final location of a tree will be based on the Wheaton Park District Master plan, at the discretion of the Planning Department.



## Shade Trees

These trees provide large canopies, lose their leaves in fall, and usually grow to more than 50 feet. Many have a beautiful fall color, indicated in parentheses. These nursery quality trees have a 2.5-3” trunk diameter. \*Indicates Spring planting only.

- Ohio Buckeye** – *Aesculus glabra* (yellow/orange) native
- Hybrid Elm** – (yellow) native
- Ginkgo** – *Ginkgo biloba* (yellow)
- Kentucky Coffee Tree** – *Gymnocladus dioica* (yellow) native
- Littleleaf Linden** – *Tilia cordata* (yellow)
- Bur Oak** – *Quercus macrocarpa* (yellow/purple) native\*
- Chinkapin Oak** – *Quercus muehlenbergii* (russet) native\*
- Northern Red Oak** – *Quercus rubra* (russet) native\*
- Bicolor Oak** – *Quercus bicolor* (yellow) native\*
- Tulip Tree** – *Liriodendron tulipifera* (yellow) native\*
- London Plane Tree** – *Platanus x acerifolia* (yellow)\*



## Evergreen Trees

These trees have needle-like leaves that remain on most species year round. They are pyramidal in shape and grow to more than 50 feet. A 5-7-foot-tall tree is initially planted. \*Indicates Spring planting only.

- Bald Cypress** – *Taxodium distichum* (russet) drops its needles, native\*
- Douglas Fir** – *Pseudotsuga menziesii*
- White Fir** – *Abies concolor*
- Black Hills Spruce** – *Picea glauca var. densata*
- Norway Spruce** – *Picea abies*

## Location

Due to the popularity of this program, several parks are **no longer available** for additional trees or benches. These include:

- American Legion (benches only available)
- Arrowhead Golf Club
- Briar Knoll Park
- Cosley Zoo
- Hillside Tot Lot
- Hurley Gardens (existing trees available)
- Memorial Park
- Prairie Path Park
- Rathje Park
- Seven Gables around pond (other areas are available)
- Sunnyside Park (benches only available)

The Park District plants trees in spring (*March 1 order deadline*) and fall (*September 1 order deadline*) depending upon the appropriate planting season for the species selected. Commemorative plaques will be installed between June and November due to weather and programming limitations.

## Replacement Guarantee

Park district staff will assist in selecting the right tree for the location and will provide a full guarantee for one year. Replacement beyond one year may be approved in circumstances such as: inability for tree to become established, stress due to extreme weather damage, disease/ pest or district plans that affect the location. Donors may be requested to provide direct cost for replacement of the tree/bench and plaque. Labor fees will be waived. Trees and benches will not be replaced after 10 years.

If the district or original donor chooses not to replace the tree, plaques will be provided to the donor or their designate.

## APPLICATION

**Commemorative Honoree Name:** \_\_\_\_\_

**Donor Contact Information (your info) print clearly:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Letter & Certificate will be issued to** *(if other than donor):*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

☐ **Bench (\$2,500)**      ☐ **Tree (\$1,000)**

**Visa/Mastercard, Cash & Check accepted.**

**Checks made payable to the Wheaton Park District.**

Preferred Tree Species \_\_\_\_\_

Preferred Park Location \_\_\_\_\_

Preferred Location in Park \_\_\_\_\_

*Please return application to:*  
**Wheaton Park District**  
**Attn: Planning Department**  
**1000 Manchester Road**  
**Wheaton, Illinois 60187**

-----Office Use Only-----

Date Paid: \_\_\_\_\_

Tree Species *(approved by planner)* \_\_\_\_\_

**Tree:**      ☐ New    ☐ Existing

**Bench:**    ☐ New    ☐ Existing

Park Location *(approved by planner)* \_\_\_\_\_

Location # in Park *(approved by planner)* \_\_\_\_\_