



Oregon Travel Experience
1500 Liberty St. S.E., Suite 150
Salem, OR 97302
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503-378-6282 FAX



Thank you for your interest in Oregon Historical Markers.

Oregon's Historical Markers have a history of their own. Many were built by the Oregon Department of Transportation in the 1940s, 50s and 60s. They are majestic, routed wood signs made from native Port Orford cedar and routed by master woodworkers. When Oregon Travel Experience adopted the program in 1991, signs had not been built for many years and many were suffering the effects of Oregon's climate.

Oregon Travel Experience is currently restoring old markers with the assistance of dedicated volunteers. Recent markers tell their tales through panels of colorful text and graphics mounted on cedar frames and posts. The program relies on sponsors, such as you, to keep this program growing. By sponsoring a new marker, you will help share Oregon's diverse history.

Enclosed in this packet are all the materials you will need to submit your idea for a new historical marker. We suggest you carefully read the guidelines enclosed before filling out your application form. Should you have any questions regarding any information in this packet please feel free to contact:

Annie von Domitz
Oregon Travel Experience
Phone: 503-373-0864
Fax: 503-378-6282
Email: anniev@oregonte.com

OREGON HISTORICAL MARKER INFORMATION

The following information outlines the process, design options, and costs involved in an Oregon Historical Marker project. If you have any questions, please contact Annie von Domitz, Oregon Travel Experience, 503-373-0870 or 1-800-574-9397.

The Process

1. Review the accompanying information to assess the eligibility of your proposed subject and location and to determine the appropriate marker style and expenses.
2. If your subject appears eligible and funding is available, submit an application form to Oregon Travel Experience, 1500 Liberty St. SE, Ste 150, Salem, Oregon 97302. An application form has been enclosed with this information sheet.
3. You will be notified whether your application is approved or denied by the Historical Marker Committee. The committee may request additional information or revisions prior to making a decision.
4. Applications must be received at least two weeks prior to the Historical Marker Committee meetings that are held on the second Tuesday of February, May, August, and November.

Submission of an application does not guarantee that a marker will be produced. If the application is approved and funding is committed, the marker will be placed on a priority list for production.

5. When marker production begins, you will work with the Historical Marker Committee, Oregon Travel Experience staff, and the design firm to develop the marker panel's content and layout. We have found through experience that this process requires repeated review and feedback from your organization. It is helpful if one person is authorized to work with the committee and staff to avoid confusion and delays. This stage can take a year to complete.
6. At the completion of the design phase you can choose to coordinate a marker dedication event with assistance from Oregon Travel Experience.

Marker Styles

There are two styles of markers designed for different locations and purposes. Please review the accompanying photographic examples and their corresponding costs.

Marker Expenses

The sponsoring group's expenses cover marker production, manufacturing, and a small endowment for the long-term marker maintenance fund. Oregon Travel Experience is responsible for the coordination expenses as well as performing marker maintenance. Completed markers become the property of the State of Oregon.

Sponsor expenses:

45" x 60" color panel with text and graphics, mounted on a cedar frame:	\$7,300.00
28" x 36" color panel with text and graphics, mounted on an anodized aluminum pedestal:	\$3,500.00

Revised 12/10/15

Guidelines for Preparing an Oregon Historical Marker Nomination

Read the Oregon Historical Marker Criteria materials very carefully, before submitting your nomination. The Oregon Historical marker Committee bases its decision using these criteria and will evaluate the nomination for historical accuracy, demonstration of an understanding of historical context and appropriateness of the documentation provided.

When determining historical significance, consider what innovations an individual being nominated has made, and whether their impact has been statewide, national, or international in scope.

If nominating a place, consider what changes in policy or practice were begun there.

If nominating an event, consider how the event fits into the context of a larger movement or philosophy.

When preparing the nomination, take into account the following questions:

- What was the cause and effect?
- What changes or consequences occurred and why?
- How did the subject influence the course of events?
- What and how widespread was the impact?
- How was the person, place, or event of statewide or national historical significance?
- What was the subject's lasting influence in history?
- What role did the subject play in their area of significance?
- What factors contributed to the subject's development?

Topics that are not suitable for nomination include:

- Subjects that are solely based on sensationalism, durability or longevity, or philanthropy or beneficence.
- Significant person who was simply born in or lived/worked briefly in Oregon, but made their impact elsewhere.
- Nominations that appear to have a commercial motivation, even if educational or benevolent in nature.

Location

The Committee takes serious consideration of the proposed location. Markers must be located on the state highway right-of-way or other publicly accessible property as near as possible to the historic site. Preferred sites are on public highway pull-outs and parks where the marker will have greater visibility and readership. Pedestal mount markers are to be placed in pedestrian or parking areas. Single pedestal markers will not be authorized for state highway right-of-way turnouts. Applicable sections of city or county maps showing the location of the proposed marker site must accompany marker applications. Keep in mind the following questions when proposing a marker location:

- Is the location easily and safely accessible to the motoring public?
- Is the location on public land?
- Does the public landowner approve of the placement of a marker in this location?
- Is there already interpretation related to this topic nearby?
- Why is this location the best option for this subject?

Marker Development Process

The Oregon Historical Marker Committee will work with the nominator to create the marker content. The Committee has ultimate responsibility for the final marker content and will direct the design, manufacturing and installation of the Oregon Historical Marker. Oregon Historical Marker designs or text shall not be released to the press or published in any source prior to the dedication ceremony, without written permission by Oregon Travel Experience. The completed marker will become property of the State of Oregon.

A. Review of Marker Applications: The Historical Marker Committee reviews applications at its quarterly meetings in February, May, August and November. The Committee may reevaluate a topic that was previously rejected when additional information warrants and the applicant submits a new application.

B. Replacement of Markers: Markers may be replaced if they have been extensively damaged, stolen, or found to be factually inaccurate. Before a decision is made to replace a marker, it must be reevaluated according to the program's current criteria, policies, and monetary constraints.

C. Geographic & Subject Representation: Preference may be given to applications for markers with subjects or locations that are underrepresented by the current inventory.

D. Editing and Content Approval: Text editing may occur with the sponsor, the Historical Marker Committee, the design firm, and select advisors. Final text and image approval is the responsibility of the Historical Marker Committee. The Committee will consult with Oregon Department of Geology and Mineral Industries regarding text and images for geological markers. The Committee will consult with Oregon Legislative Commission on Indian Services (LCIS) regarding any text or images that reference Tribal communities or discuss the resettlement of Oregon.

Oregon Historical Marker Criteria

Markers are erected to commemorate persons, groups, events, places, or geologic features of state or national significance. The following criteria are meant to serve as guidelines in determining the applicability of your subject. For specific marker examples, refer to the "Guide to Oregon Historical Marker and Heritage Trees" brochure.

PERSONS generally, who have been dead at least 50 years in order for their ideas, services, and/or accomplishments to be placed in accurate historical perspective, and who made important contributions to the historic development of Oregon. The importance of the location could have been related to: (1) place of birth; (2) place of death (if death was of state or national significance); (3) place lived for a substantial period of time at a permanent residence; (4) where they performed some significant act; or (5) represent a significant cultural group in Oregon.

GROUPS who made important social, political, and economic contributions to the historic development of Oregon. The location may be associated with a particularly important leader or member, home base of the group, or location of particularly important accomplishment.

EVENTS which generally took place in Oregon at least 50 years ago, are mentioned in at least one authoritative historical work, and were either (1) military operations; (2) meetings with historically important results; (3) acts of such historic importance as to have changed the course of state or national history; (4) natural events that had a large impact on the state.

PLACES (1) where a historic event occurred; (2) that have particular meaning for one or more Tribal communities (3) that are associated with a historically important person; (4) that are sites of significant exploration and re-settlement.

GEOLOGIC FEATURES which are generally within one mile of the marker site or visible from the site and (1) are of state or national historic significance; (2) are unique to the Oregon or the Northwest, e.g. deepest, widest, first, last, oldest, etc.; (3) illustrate hazards, e.g., volcanoes, earthquakes, tsunamis, which are of continuing concern; and/or (4) are exemplary examples of natural events or formations.

**OREGON HISTORICAL MARKER
APPLICATION FORM**

I. GENERAL INFORMATION

A. Name of event, person, place or geologic feature to be commemorated:
(See *Guidelines for criteria*)

B. Sponsoring Group or Individual:

Address:

City, State, Zip:

C. Contact Person:

Address:

Phone:

Email:

II. CRITERIA

This topic meets the following program criteria (see page 4 for reference on criteria specifics for each category.) Please check all that apply.

Persons – specifically which numbers (1-5?):

Groups

Events – specifically which numbers (1-4?):

Places – specifically which numbers (1-4?):

III. PROPOSED LOCATION

A. Proposed location on state highway right-of-way or other public land (address or general description, GPS coordinates appreciated, but not necessary):

B. Current use of land and current landowner:

C. Explanation of why the proposed site is appropriate:

D. Site or Location Plan:

1. Include plan (sketch) of location of proposed marker(s). Indicate location of buildings, trees, roads, and all existing features.
2. Attach city or county map enlargement with proposed site(s) noted.
3. Attach photographs of proposed site(s).

IV. MARKER STYLE

- 45" x 60" panel on cedar mount
- 28" x 36" panel on aluminum pedestal

V. MARKER THEME (A brief description of the person, event, place or geologic feature to be commemorated.)

VI. HISTORY AND SIGNIFICANCE

Describe the historical significance of the person, group, event, place, or geologic feature to be commemorated. What is the story you want to tell? Use additional sheets if necessary. The Historical Marker Committee references this information to compose the marker text.

VII. RESEARCH REFERENCE MATERIALS

Include books, records, and other authorities sustaining these facts.

VIII. VISUAL REFERENCE MATERIALS

Include historical pictures, drawings, maps, etc.

IX. FUNDING PARTNERS

Name:

Contact person:

Address (include zip code):

Telephone:

Email:

Name:

Contact person:

Address (include zip code):

Telephone:

Email:

SUBMIT THE FORM TO:

Oregon Historical Marker Committee

Oregon Travel Experience, 1500 Liberty St. SE, Ste. 150, Salem, OR 97302

Or email to Annie von Domitz: anniev@oregonte.com

Questions? 503-373-0864 or email anniev@oregonte.com