

# GOOCHLAND COUNTY HISTORICAL MARKER PROGRAM

2875 River Road West Goochland, Virginia 23063

## NOMINATION FORM

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FULL NAME OF PERSON, SITE, BUILDING OR EVENT TO BE COMMEMORATED

**SPONSOR INFORMATION** - In the event of corporate sponsorship you must provide this information for the appropriate contact person.

Name \_\_\_\_\_

Daytime Telephone \_\_ (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANT INFORMATION** (Individual completing form, if different than Sponsor)

Name \_\_\_\_\_

Daytime Telephone \_\_ (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### PROPOSED INSTALLATION SITE OF MARKER

State Route Number \_\_\_\_\_ Physical Site (e.g. 1 mile north of Route 6) \_\_\_\_\_

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### LEGAL PROPERTY OWNER(S) OF PROPOSED INSTALLATION SITE OF MARKER

If more than one, attach a sheet with this information for each legal owner.

Name \_\_\_\_\_

Daytime Telephone \_\_ (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

### ATTACH THE FOLLOWING ITEMS TO THIS NOMINATION:

- LOCAL STREET MAP of proposed installation site of marker, with location clearly marked
- LAND OWNER AGREEMENT signed by the private property owner(s) of the proposed installation site of marker
- PHOTOGRAPHS of proposed installation site of marker - attach at least four (4) black and white photographs (North, South, East and West elevations are good)
- PHOTOGRAPHS of the subject of the marker – building, or person (if available)
- BIBLIOGRAPHY for marker text sources

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The narrative must be documented on a fact-by-fact basis with the use of footnotes that offer the source of each statement in the narrative, and a photocopy of these source pages attached. Please follow these suggestions when writing your drafts:

- Aim for 90 to 100 words; it is better to be a little long (no more than 120 words) than short, as it is often easier to cut text than add to it.
- Spell out numbers less than 10, otherwise use Arabic numerals (one, two, etc., but 10, 237, 10,000, etc.).
- Do not use honorary titles such as Mr. and Mrs., but do use and abbreviate occupational titles and ranks (the Rev., Col., Maj. Gen., Dr., etc.).
- Use military style for dates; abbreviate months (7 Dec. 1941).
- Do not use commas before or after Jr., Sr., II, etc. (James Brown Jr. was secretary of the board).
- Write nicknames as follows: Thomas J. "Stonewall" Jackson.
- On Civil War subjects, write "Civil War," not "War Between the States." Give an individual's rank at the time (for instance, if writing about Jackson at the First Battle of Manassas, write Brig. Gen.; at Cross Keys, Maj. Gen.; at Chancellorsville, Lt. Gen.).
- On first use, give a person's full name as he or she used it or as it is best known (Alexander Graham Bell; Maggie L. Walker), but on subsequent use only the last name.

### PROPOSED MARKER TEXT