

South Carolina Historical Marker Application

South Carolina Department of Archives and History

PROPOSED MARKER TITLE

PROPOSED LOCATION OF MARKER

(Include a city or county map with proposed location clearly marked.)

SPONSORING ORGANIZATION

(List the sponsoring organization's name as you wish it to appear on the marker.)

MARKER TYPE

CITY-SIZE MARKER, 24" x 36", 1" LETTERS (sites in incorporated cities and towns)

COUNTRY-SIZE MARKER, 42" x 32", 1.5" LETTERS (all other sites)

The coordinator of the South Carolina Historical Marker Program, on behalf of the South Carolina Department of Archives and History, works with sponsoring organizations to research, draft, revise, and approve texts for markers.

The coordinator of the program has the responsibility to ensure that marker texts are both accurate and appropriate, and the Director of the Department of Archives and History has the final authority to approve texts for the official state historical marker program.

MARKER TEXTS

The Department of Archives and History recommends that prospective marker sponsors contact the coordinator of the South Carolina Historical Marker Program to determine if the place being proposed for a historical marker meets the criteria of the official state historical marker program.

Marker sponsors will not submit marker texts. The coordinator of the South Carolina Historical Marker Program will prepare a text that meets program guidelines for spacing requirements, interpretation, content, and style.

Marker applications should include a brief narrative paragraph or two describing the basic history of the place being marked. This description will **NOT** appear on the marker, but is a guide for the coordinator in preparing the marker text. The most important component of a marker application is documentation of the history and significance of the place being proposed for a historical marker, furnishing copies of relevant portions of major primary and secondary sources used.

Contact the coordinator of the South Carolina Historical Marker Program advice about submitting relevant documentation.

A draft text will be prepared by the coordinator and sent to sponsors for their review and comments. After any further revisions necessary, the final text will be approved and signed by the director of the South Carolina Department of Archives and History.

MARKER APPLICATION SUBMITTED BY:

NAME _____
SPONSORING ORGANIZATION _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
PHONE _____ E-mail ADDRESS _____

RESEARCH FEE

\$250.00

Make checks payable to: South Carolina Department of Archives and History

**If a proposed marker does not meet the criteria of the South Carolina Historical Marker Program,
the application fee will be refunded.**

MARKER PRICES (Effective May 1, 2014, through May 1, 2016)

City Size:	same text both sides with 7' post	\$1830.00
	different text each side with 7' post	\$2010.00
Country Size:	same text both sides with 7' post	\$1940.00
	different text each side with 7' post	\$2120.00

Do not send this payment to the Department of Archives and History.
After the final marker text is approved by the director the applicant will send a **separate** check to:

Sewah Studios
P.O. Box 298
Marietta, Ohio 45750
(740) 373-2087
e-mail: sewah@sprynet.com
Website: www.sewahstudios.com

The coordinator of the South Carolina Historical Marker Program will advise applicants
on the procedures for ordering historical markers once the final text is approved.

RETURN APPLICATION TO:

Ehren Foley
Coordinator, South Carolina Historical Marker Program
South Carolina Department of Archives and History
8301 Parklane Road
Columbia, S.C. 29223
(803) 896-6182
E-mail: efoley@scdah.state.sc.us
Website: www.shpo.sc.gov/markers

Revised June 3, 2014