

Remarkable Ohio Handbook

Guidelines for the Ohio Historical Markers Program

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Revised September 2024
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The Ohio Historical Markers Program is here to help you tell the true stories of your community! So, let's get started by submitting an application for either an Ohio Historical Marker or an Ohio Corporate Limit Marker.

Ohio Historical Marker



Height: 48½ inches from the top of the Ohio outline to the bottom of the marker mounting cap.

Width: 46 inches.

Depth: Marker = 1 inch; Marker mounting cap = 5¼ inch diameter.

Weight: Marker is approximately 200 pounds; marker post is approximately 35 pounds.

Ohio Corporate Limit Marker



Height: 42 inches.

Width: 42 inches.

Depth: approximately 1 inch.

Weight: approximately 50 pounds.

More Questions? Contact the Ohio History Connection's Historical Marker Program at 614-297-2360.

TABLE OF CONTENTS

INTRODUCTION

Criteria for Consideration
Researching the Subject

Marker Program Rules and Guidelines

Grant Funding Available

Application Form Instructions

Additional Funding (Marker Grants)

#1. Title of Marker

#2. Subject of Marker

#3. Location

#4. Owner(s) of Property

#5. Marker Specifications

#6. Funding Sponsor(s)

#7. Maintenance of Marker

#8. Shipping Address

#9. Statement of Significance

#10. Suggested Marker Text

#11. Bibliography

#12. Sources

#13. Tentative Dedication Date

#14. Application Submitted By

Application Check List

Application Due Date: May 1 (noon)

What to Expect After Application Submission

Application Decisions, Notifications, Resubmissions, and Editorial Process

Marker Delivery & Installation

Marker Dedications

RemarkableOhio.org

Marker Condition & Relocation Reporting

CONCLUSION

Appendix 1: Property Permission & Maintenance Letter Templates

Appendix 2: Sewah Shipping & Delivery Policies

Appendix 3: Marker Installation Instructions

Appendix 4: Historical Thinking Strategies

INTRODUCTION

The mission of the Ohio Historical Markers Program and of its parent, the Ohio History Connection, is to spark discovery of Ohio history. The placement of markers throughout Ohio's eighty-eight counties connects Ohioans with the stories of their past, helps us understand the present, and challenges us to work together to create a better future.

Ohio Historical Markers identify and commemorate significant people, places, events, and things that have contributed to our state's rich history. Since the first placement of an Ohio Corporate Limit Marker in 1953 and an Ohio Historical Marker in 1957, the Ohio markers have become valuable landmarks, highlighting Ohio history where it happened.

It is important to note that the Ohio Historical Markers program is a collaborative effort. These "histories on a stick" start with applications from local sponsors who want to share what they feel is an important part of their past. Through careful research, local sponsors and the Ohio History Connection work together to create a trusted source of information about Ohio history before casting that story and placing it in the Ohio landscape.

The program strives to uphold Ohioans' beliefs about good history through the lens of the Ohio History Connection's core values:

- **Stewardship**, using best practices to care for every resource we steward;
- **Relevance**, creating pathways to understand our current world through Ohio's past;
- **Collaboration**, engaging all partners in mutually beneficial relationships to achieve a shared purpose;
- **Inclusion**, honoring all Ohio stories to cultivate a holistic understanding of our shared history;
- **Sustainability**, supporting the ongoing impact of the organization, our sites, and the communities in which we work.

The Ohio History Connection administers both the Ohio Corporate Limit Markers program and the Ohio Historical Markers program. The program is known simply as the Ohio Historical Markers Program – taking the name of the more widely erected marker – and is managed by the Historical Markers Program Manager.

As you begin your marker project, we hope that this handbook will answer many of your questions about the application, research, and production process.

-- Andy Verhoff and Laura Russell

CRITERIA FOR CONSIDERATION

Markers must address at least one significant aspect of the history of an Ohio community or of the state. These stories may address such diverse subjects as natural history, pre- or post-contact native peoples, transportation, notable local buildings and architecture (or where they once stood), famous (or infamous) sons and daughters of a community, events that helped define a community, and the immigrant groups that shaped Ohio.

To be eligible for an Ohio Historical Marker, all subjects must meet the following criteria of significance:

- Be associated with events in Ohio that have made a significant contribution to broad patterns of local, state, national, or international history or pre-history;
- Be associated with Ohio-born or Ohio-based persons *no longer living* whose lives are historically significant or who have made significant contributions to patterns of history and culture;
- For buildings, structures, and “things,” embody the distinctive characteristics of a type, style, period, method of construction, architecture, or represent the work of a master;
- Embody characteristics of the state representing significant aspects of the physical or natural history of the earth and its life;
- Have “seasoned” at least three decades (30 years) in order to obtain an objective perspective and a balance of sources.

Applicants — or “local sponsors” in the language of the markers program — should use the “Statement of Significance” section of the marker application to explain how their subject meets the above criteria.

RESEARCHING THE SUBJECT

Once you choose an appropriate subject based on the “Criteria of Significance” listed above, you should begin your research. A thoroughly researched subject will result in a well-documented text and an approvable marker application.

Marker subjects and historical research should be approached with the following questions in mind.

- Who was associated with the subject? Include their names, birth and death dates, chronology of the important events in their lives, and their significant contributions.
- When did the event occur? What is the subject’s period of significance?
- How did the historical event develop? What influence did the marker subject or event have on the country, state, or local community?
- Why is the marker subject important to the community or state? Why is it historically significant? Why should it be recognized and shared on an Ohio Historical Marker?
- Are all statements of fact and dates documented with endnotes?
- Have superlatives such as *first*, *oldest*, *unique*, and *only* been avoided? These descriptors rarely apply! *If you include these words, you need to supply irrefutable documentation using objective, primary sources.*

Local libraries, historical societies, and newspapers are excellent sources for information, in addition to the Ohio History Connection’s Archives-Library located in Columbus.

For a great tool to aid in thinking about a subject, analyzing sources, and crafting a great text, see “Historical Thinking Strategies,” appended at the end of this handbook.

MARKER PROGRAM RULES AND GUIDELINES

Use of Ohio Historical or Ohio Corporate Limit Markers

The Ohio History Connection reviews and approves applications for markers that meet the program requirements. Please note:

- Ohio Historical Markers may not be used to mark sites other than those approved by the Ohio History Connection;
- No person or organization may erect or use a marker that is identical to or misleadingly resembles the markers developed by the Ohio History Connection;
- The Ohio History Connection may require the removal of any such marker that does not meet the requirements of the Ohio Historical Markers program;
- Misrepresentations of these official state markers are legal violations and may be reported to the State Attorney General and the Federal Department of Justice;
- No marker may be removed, sold, or gifted to an individual or organization;
- Any marker permanently removed or retired must be destroyed, recycled, or returned to the Ohio History Connection at your own expense.

“Roadside” Markers or Not?

The Ohio History Connection offers two types of markers. While both are often placed near streets, only the Corporate Limit Marker should be considered a “roadside” marker.

- **OHIO CORPORATE LIMIT MARKERS** *are* intended to be read easily, and safely, from a moving vehicle. For that reason, Corporate Limit Markers have text of 15 words or less.
- **OHIO HISTORICAL MARKERS** *are not* meant to be read from a passing vehicle. With text ranging from 90-125 words on each side, Ohio Historical Markers should be enjoyed by stationary readers. For that reason, the Ohio History Connection encourages the placement of such markers in a location away from traffic where readers can safely park and exit their vehicles to read and enjoy the marker.

To place either a Corporate Limit or an Ohio Historical Marker on or near a roadside, the applicant must get written permission of the jurisdiction responsible for the road’s right-of-way (village, city, township, county, or state). A formal permission letter must be included with a marker application. A template for what is required is appended at the end of this handbook.

Complete applications are required for all historical markers! The Historical Markers Program is happy to address questions about potential marker subjects or serve as a sounding board for ideas for markers. No approval for a marker will be given, however, until after a complete Ohio Historical Marker application is received. All applications are held until the annual deadline has passed and applications can be considered as an entire group for the upcoming marker work cycle.

Applications missing requested information will eliminate the application from consideration. Such applications will be returned or discarded as incomplete and not eligible. Rather than submitting an incomplete application, use the checklist in this *Marker Handbook* to make sure you have included all requested items. Contact the Historical Marker Program with questions.

Word limits. How many words will fit on one side of a marker?

- 1-inch text = approximately 90 words per side
- 5/8-inch text = approximately 125 words per side

Word limits DO include (*continued on/from the other side*).

Word limits include all words, spaces, and punctuation.

These word limits DO NOT include the title or sponsor lines.

- Sponsor lines cannot exceed 51 characters per line (this limit includes all words, spaces, and punctuation).
- Sponsor lines may not include the name of any living person.
- No more than 4 sponsor lines are used. Applicants may use 3 sponsor lines. The final (and 4th) sponsor line will be *OHIO HISTORY CONNECTION*.

Editing texts. The Ohio Historical Markers program reserves the right to edit all marker texts. Such editing may be done to ensure historical accuracy, to tighten meaning, or to bring the text into a uniform marker “voice.” When composing a draft of a marker text for your application, try to stay within the word count, but don’t worry if your draft exceeds the word limit by a few words. Draft marker texts exceeding the word limit by 30 words, however, may be returned to you for revision before we begin to work on the text.

Verification of text required. Marker texts will not be approved when it is impossible to verify and authenticate information included in the marker application to the satisfaction of the Ohio History Connection. The inclusion of legible copies of your sources and a bibliography is required for all applications. Primary sources are preferred but a good secondary source shows that the applicant has looked at all available materials.

Avoid superlatives. The use in marker texts of superlatives such as *first, last, only, most, biggest, smallest*, should be avoided. While there is a first for everything it is usually not documented at the time. Events recognized as significant at the time (i.e., the first atom bomb explosion, the first battle of a war, or the first man in space) are documented by multiple sources. In local history, an event sometimes becomes *the first* simply because someone other than an eyewitness wrote it down first, or surmised so after the fact. While it is often a

community's point of pride to say that it was *the first* in something, *only a thorough and exhaustive search of disinterested sources can prove the superlative.*

Superlatives *must be proved with primary sources* from the time of the event and must be proved in comparison to other similar events. In other words, do primary sources from the next-town-over agree that *your first* settler was *the first* settler in the county or do they offer a counter claim which calls your claim into question? In most cases, firsts or other superlatives on markers will only be recognized when there are two or more primary sources from the time stating that the thing to be marked is indeed true. If the claim can be supported by additional published peer-reviewed research (an academic book, article, or study), then much the better.

Without primary source evidence, it is difficult to prove that something is the first of its kind. Perhaps what is significant and more interesting is that an event happened in your area. Instead of claiming that John Doe was the first settler in the area – and if there is evidence of American Indian habitation in the area, he was not – it is much more interesting on a marker to describe the circumstances that brought him to the area. The “pull” factors that brought John Doe to the area and the “push” factors that motivated his decision to leave where he came from might be a more interesting story to tell.

For brief explanations of primary and secondary source, see:

<http://teachinghistory.org/best-practices/using-primary-sources/19079> (Primary)

<http://teachinghistory.org/best-practices/using-primary-sources/19080> (Secondary)

No Names of living people on markers. Marker texts and/or sponsor lines *may not* include the name of the current owner of the property where the marker is erected, *nor may they include the name of any living person.* The purpose of the markers program and the limited space on the marker itself is to commemorate and share the history of the subject of the marker, not to aggrandize the property owner or others. The names of living people are excluded from marker texts because – except in very exceptional cases – it is difficult to assess an individual's historical significance while he or she is alive and still making history.

- The best place for a local sponsor to thank individual donors is in the written program for the marker dedication ceremony.
- If you know a living person that you think deserves a marker, consider working with the Ohio History Connection's Oral History Coordinator to gather their story so that future generations have that primary documentation available.
- Please celebrate such worthy individuals while they live and find more appropriate ways to honor them in the moment.
- The only exception to this rule is when a living person's name is part of an officially filed Foundation or Trust. For example: WILLIAM G. POMEROY FOUNDATION.

Personal acknowledgements, dedications, or memorials. The local sponsor is welcome to include personal acknowledgments, dedications, and memorials in the program for the marker

dedication ceremony. Such personal acknowledgments, dedications, and similar memorials *will not be included on the markers themselves*. The purpose of the markers program is to share historical information rather than serve as vehicles for personal tributes. As a program of the Ohio History Connection, whose name also appears on all Ohio Historical Markers, a marker cannot affiliate itself with the expression of such personal sentiments.

Thirty Year Limit. The markers program welcomes topics that address the recent past. To ensure that enough time has passed to assess the historical significance of a subject, however, it must have occurred at least 30 years prior to the year of application.

Availability of markers once erected and dedicated. All markers must be accessible to the general public between dawn and dusk seven days a week throughout the year. Additionally, there should be a safe place to park a vehicle, get out, and walk to the marker. Markers should not be placed behind locked gates or be surrounded by “keep off the grass” signs. By giving permission to place a marker, *the property owner agrees to allow full access to the marker to anyone who stops to read it and photograph it.*

Temporary Removal, Permanent Relocation, and Retirement of Historical Markers. Ohio Historical Markers sometimes need to be relocated so that they can continue doing their job of sharing Ohio history. Sadly, markers sometimes are damaged or vandalized and need to be temporarily removed for repair. Occasionally, they need to be removed permanently. To help us keep the location of markers up-to-date both on the program’s website www.remarkableohio.org and in our permanent records, please let us know if something has happened to a marker in your community.

Upon application, the property owner and the maintenance organization formally agree that if a problem arises, they will alert the Ohio History Connection and take full responsibility for the care of the marker. The Historical Markers Program Manager will immediately post alerts about the marker’s status online, and then work with the local community to either repair, replace, relocate, or retire the marker.

- Should a repair be possible, the local community is responsible for making the repair and sending updated photographs of the marker to the Ohio History Connection.
- Should a replacement marker be needed, the Markers Program will obtain a price from Sewah, invoice the maintenance contact, and place the order. An administrative fee of \$100 will be added to the cost of replacement.
- It is the maintenance contact’s responsibility to pay for any repairs or replacements.
- If your marker is vandalized, we recommend that you file a police and insurance report immediately.

A retired or replaced marker must be either destroyed, recycled, or returned to the marker program at your expense. It cannot be sold or gifted to an individual or organization without express written permission of the Ohio History Connection. Such markers should not be put on display in a museum or area that charges admission. Markers are meant to be displayed in the open air, public locations agreed upon at the time of the original application. Once a marker has

been replaced or retired, the original marker reverts to the ownership the Ohio History Connection.

The Ohio History Connection is conducting a multi-year physical, paper, and language audit of every marker in our program. Upon conclusion of that project, decisions and policies may be revised around ownership, responsibilities, and stories told on existing Ohio markers. Should such revisions necessitate the removal or replacement of a marker, we will work with the local community to ensure good stewardship of the project.

“Special Calls” for marker topics. The markers program reserves the right to limit an application cycle to specific topics. By making such a “special call,” the program can rebalance the topics, identities, and locations covered across the state. The Ohio Historical Marker program embraces all stories and, by doing so, hopes to create an equitable Ohio narrative. During such a call, only those applications that address the requested topic will be considered during that program year. All other applications will be returned for resubmission during the next “Open Call” marker cycle.

American Indian Policy and Ohio Historical Markers. The Ohio History Connection is committed to sharing the histories, perspectives, and stories of American Indians who are or were connected to the land we now call Ohio. Any marker that includes American Indian language or topics will be submitted to the Ohio History Connection’s Director of American Indian Relations for review prior to final approval by the markers program. Full details on the Ohio History Connection’s American Indian Policy our website <https://www.ohiohistory.org>.

Editorial Work Queue and Inactive marker files. While the markers program staff try hard to work through all applications in a timely manner, some applications languish in our files due to unforeseen circumstances and require us to put a time-limit on how long we will consider the application to be a valid part of the program.

Upon acceptance into the program, an application will go into our queue for review by the program’s historians within ten-twelve months of acceptance into the program. We use the estimated dedication date supplied at the time of application to help order this work. If no dedication date is provided, we shall assume there is no urgency and place that application’s review later in the work queue.

Once our historians have begun work on a marker the local sponsor will receive an edited marker text along with any questions about sources or other details. Upon receiving such a message, it is up to the local sponsor to respond in a timely fashion. Our goal is to complete the review process, obtain an approved text and payment, place the marker into production, and have the marker safely delivered within six-eight months of this first editorial contact. However, if our editor has not heard from the local sponsor within three months, the marker application will be put on hold and placed in our “inactive marker” file. After one year of no contact with our office, we will consider the application “dead.” At that point, the application will be recycled and the local sponsor will need to reapply to the program.

We recognize that sometimes serious health or funding issues arise. We will be happy to work with the local sponsor but cannot hold an application forever. After two years pass with no progress, the file will be declared “dead,” recycled, and the local sponsor will need to reapply for admittance into the markers program.

PLEASE NOTE: If an application has languished in our “inactive” files, the prices in force at the time of reactivation shall apply to the marker. The price in effect at the time of the original application will not apply.

GRANT FUNDING AVAILABLE

The Ohio Historical Markers Program currently has three grant programs to help local sponsors fund the production of new Ohio Historical Markers. Two grants are available to applicants across the state and one is limited to certain counties. Currently available are:

1. Ohio Historical Markers Grant;
2. William G. Pomeroy Foundation Grant;
3. Robert W. & Karen W. Lucas Regional Marker Fund.

To apply for grant funding: The Ohio Historical Marker application includes a grant check-off (or toggle spot on the electronic form) to apply for these funding opportunities. If interested, please complete the entire application and be sure to mark the grant that you are seeking. Doing so will put the application into contention for the available funding. Truly, it is that simple. No other paperwork required. The Ohio Historical Markers Coordinator will notify you (within 90 days of May 1) about your marker application and grant funding status.

Please note: To help fairly distribute the grant monies, applicants *may only apply for one of the available grants*. If you check all of the lines in the hope of winning one or both, your application will not be considered for any available grant funding. Also note that incomplete marker applications will be returned and considered ineligible for either a grant or marker. Be sure to triple-check that everything on the check-list in this *Handbook* has been provided before hitting “Submit.”

Your decision to self-fund or apply for a grant does not in any way help or hinder your application. All applications are scrutinized by multiple reviewers and initial decisions to accept or reject made prior to forwarding applications to the grant committees.

OHIO HISTORICAL MARKERS GRANT

The oldest grant program for markers is the Ohio Historical Markers Grant (OHM). Using funding from Ohio’s bicentennial celebration, the Ohio History Connection established the grant program in 2006. This competitive, matching grant program defrays the cost of markers with grants of \$1,000. A maximum of ten (10) grants are available on an annual basis.

A committee will decide the winners of the annual Ohio Historical Marker grants. Marker topics must have statewide, national, or international significance to be considered for the OHM Grant.

Ohio Historical Marker Grants must be used in a timely fashion. Grants not expended six months from the date when the Markers Program sends the local sponsor a first draft of marker text for review will be reabsorbed into the OHM fund. The program recognizes,

however, that extenuating circumstance sometimes delay a marker and the Historical Marker Program may grant an extension to this deadline.

WILLIAM G. POMEROY FOUNDATION GRANT

The William G. Pomeroy Foundation strongly believes that historical markers are important to local historic preservation by educating the public and fostering historic tourism. To that end, the Pomeroy Foundation offers grants to fund the full cost of one standard Ohio Historical Marker (up to \$3,585). Ten (10) such grants are available per application cycle and may be applied for by simply checking the appropriate line on the completed marker application due on May 1.

If your application is accepted into the markers program, it will be forwarded to the Pomeroy Foundation for review and decisions on grant funding.

ROBERT W. & KAREN W. LUCAS REGIONAL MARKER FUND

Robert W. and Karen W. Lucas are lifelong advocates for the Ohio Historical Marker program and want to help communities with fewer markers or resources to realize their goal of obtaining a new marker. Accordingly, they have given a gift that will fund up to \$3,585 toward the cost of a new marker.

The funding will be available to applicants from the Ohio Local History Alliance (OLHA) Regions #5, #9, and #10. The Ohio counties covered by this gift are Athens, Belmont, Carroll, Columbiana, Coshocton, Gallia, Guernsey, Harrison, Hocking, Holmes, Jackson, Jefferson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Pike, Ross, Scioto, Stark, Tuscarawas, Vinton, Washington, and Wayne.

A committee will decide the winners of the Lucas Regional Marker funding.

GRANT CRITERIA & OTHER CONSIDERATIONS

Current grant criteria will be posted on Remarkable Ohio's "Propose A Marker" page and is available upon request to the Historical Markers program.

Grants are not made retroactively for completed markers or for applications that are currently accepted into the Ohio Historical Marker program. Should your application be accepted into the program but not be awarded grant funding, you will be given a choice to continue and self-fund or withdraw your application. Should you choose to proceed with the marker and pay its full cost, the marker is no longer eligible for a grant. Applicants who do not win a marker grant and

choose to resubmit in another application cycle may re-apply one more time before waiting out 2 marker cycles.

Should an application be rejected for both a grant and a place in the marker program, we encourage resubmission. We ask, however, that the application make revisions that address the concerns of the grant committee. *Marker grant applications that are not revised from the time of the last application will not be considered.* Due to the increasing volume of marker applications, it is not possible to contact every unsuccessful grant applicant with detailed comments about their applications. The applicant, however, is welcome to contact the Historical Marker Coordinator with questions about how to improve their submission.

PLEASE NOTE: Revision and re-application for a grant *does not guarantee* that a grant or a marker will be awarded. Re-applicants for marker grants will be in competition with the other applicants in each new grant round.

As always, check the website RemarkableOhio.org for the latest application, price list, grants, and other helpful documents. The markers program may also be contacted by emailing historicalmarkers@ohiohistory.org.

APPLICATION FORM INSTRUCTIONS

There is only one way to obtain either an Ohio Historical Marker or an Ohio Corporate Limit Marker is to submit the electronic application found on Remarkable Ohio's "Propose A Marker" page. The application, along with all supporting materials, are due **before noon on May 1 each year**.

- Use the paper application provided to pull together all of your materials prior to beginning work on your electronic submission.
- While you can use the "Save and Continue Later" button at the bottom of the application, the link disappears after 30 days.
- We suggest you have all of your items scanned and ready to upload before you begin work on the electronic application.
- Use the checklist in this *Handbook* to help make sure you have everything prepared.

The following are step-by-step instructions for completing the Ohio Historical Markers Application. **NOTE: We will no longer accept outdated paper forms so be sure you are using the up-to-date paper preparation form and submitting electronically via our website RemarkableOhio.org.** Should you have difficulty working with the electronic uploads or submission, contact the Ohio Historical Markers Program Manager.

ADDITIONAL FUNDING CHECK-OFF

This is where you apply for one of the available grants.

If interested in one of the available grants, please **complete the entire application but toggle here** to let us know that you would like your application to be put into contention for grant funds. We cannot add your name to this funding pool after your marker application has been submitted.

PLEASE NOTE: If your application is part of a settlement with the State Historical Preservation Office you are *not eligible* to receive the grant funds available through this application. A "mitigation fee" will be added to the cost of your marker. To determine how that will impact your marker cost, please contact Diana Welling in SHPO.

#1. Title of Marker

This title, or an edited version, will appear at the top of the marker and be used to identify your marker once it has been erected. It is recommended that you finalize the title *after* you draft your "Statement of Significance" and "Suggested Marker Text." Keep titles short and interesting. Do consider adding important dates (such as birth and death dates) to your title in

order to save words within the body of the marker text. Decide if your title will be the same on both sides or if you will tell two stories and therefore need two titles.

#2. Subject of Marker

Fill in this blank after you draft your “Statement of Significance” and “Suggested Marker Text.” Once you have done so, briefly summarize the subject of the proposed marker using a few key words that could be used by a search engine. Examples might include: “Historic building” or “Natural disaster.” These key words will help the application reviewer know quickly where your text will be detailing.

#3. Location of Proposed Marker

The location of the proposed marker should show where the marker will be placed. The description of the proposed marker’s geographic location should include the name of the property, if known. The address of the location must be as exact as possible, including the number and street, city or village, and county. For rural property, include the nearest rural roads, section, township, and county. Marked or labeled photographs are required. We also ask that you include a map showing the location.

Please explain why you want to place the marker at the selected location. Is it relevant to the event being commemorated, an important community gathering spot, or perhaps an easily visible location with easy parking nearby?

Think carefully about your marker location and consider from both a visitor’s viewpoint and city maintenance requirements. Will the marker be in a safe spot to park and walk to view it? Is there a visual overload of signs in the location? Is the location vulnerable to snow plows, fork lifts, delivery trucks, vandals? Taking a few moments to practically consider such possibilities will save many headaches and costs on future maintenance of the marker. While your marker is made to stand safely for many years, lawn mowers can cause significant impact damage. Remember, the organization that signed the maintenance agreement will be required to pay for a replacement marker. A landscaped bed with low plantings and well away from lawn mowers would be a wise location choice.

Although not required, indicate the GPS coordinates of the proposed location. This provides the most accurate way for many people to find the marker. Please provide coordinates in the “decimal degree” format:

40.00420 **Latitude**
-82.98808 **Longitude**

The markers program uses the decimal degree format to record coordinates on the marker’s website Remarkable Ohio. Decimal degrees (DD) express latitude and longitude geographic

coordinates as decimal fractions and are used in many geographic information systems (GIS), web mapping applications such as Google Maps, and GPS devices. Most smartphones have apps for capturing GPS coordinates.

#4. Owner(s) of Property

Please list the owner of the property where the marker will be erected. We keep a record of the owner's name, address, state, zip code, telephone number, email address on file. Even if the applicant owns the property, we require a formal letter granting permission at the time of application and using the TEMPLATE provided. If the letter is not included, the application will be considered incomplete and returned.

Check the appropriate line to indicate whether property is owned by a public entity, a not-for-profit, a private individual, or a company.

The expectation of the Ohio History Connection is that the owner of the property on which a marker is placed will:

- A. Allow a marker to stand in perpetuity and not remove or move it.
 - If a marker does have to be moved or removed, the property owner or the entity responsible for the maintenance of the marker will contact the Markers Program at the Ohio History Connection at least two weeks before action is taken (although in cases of accidents involving markers, this would not necessarily apply).
 - The local entity should provide a date when the marker will be re-erected. If a marker simply needs to be moved and erected at a different location, the local entity must also explain why the marker needs to be moved and why the new location chosen is suitable. The local entity will provide new address, location, photographs, and GPS coordinates for the marker. Additionally, a new letter of property owner(s) permission should be included.
 - The Markers Program frequently updates the Remarkable Ohio website so marker enthusiasts can find markers. If a marker is removed and the local entity has no plans to replace it, discuss with the Historical Markers Program officially "retiring" the marker.
- B. Allow the public to stand or sit and view the marker between dawn to dusk seven days a week, 365 days a year. There should not be a charge for such access.
- C. Notify the entity responsible for the maintenance of the marker if the marker is in need of refurbishment and allow access to the marker for the necessary work.

#5. MARKER SPECIFICATIONS

TYPE OF MARKER

This is where you tell us the type of marker needed and as many details as possible about the marker. Pricing is based on type of marker, size of letters, length of text, and the addition of art work. While the Ohio Historical Marker program is far more popular, Corporate Limit Markers are available using the same application form.

WORD LIMITS & ARTWORK

Ohio Historical Markers

- 1-inch text = approximately 90 words per side.
- 5/8-inch text = approximately 125 words per side.
- The character limits include all words, spaces, and punctuation in the marker text.
- These word limits DO include (*continued on/from the other side*) if a two-sided marker with the same title on both sides.
- Marker texts can be the same on each side or have different text (and titles) on each side.
- These word limits DO NOT include the title or sponsor lines.
- The use of artwork will, by necessity, lower the number of words per side.

Ohio Corporate Limit Markers

- Standardized text size, words on one side only.
- Approximately 15 short words total.
- Duplicates (or more) can be ordered to allow for placement at corporation entry points along state routes.

Please be aware that all word counts are approximations. Word counts vary greatly depending upon the number of letters in a word and the space between words. If every word on a marker is three letters long, more words will fit. If every word is 12 letters long, fewer will fit. The title of the marker and the sponsor lines *are not* included in this word count. Do, however, try to keep titles short and sponsor lines under 51 characters (including spaces and punctuation).

Decisions about letter size and the use of artwork will determine the final cost of an Ohio Historical Marker. Smaller letters and longer texts are more expensive than those with larger letters and shorter texts. The sizes of letters in a text cannot vary from side to side. The marker can either have the same text on each side or have different text on each side but the text will be a consistent size on both sides.

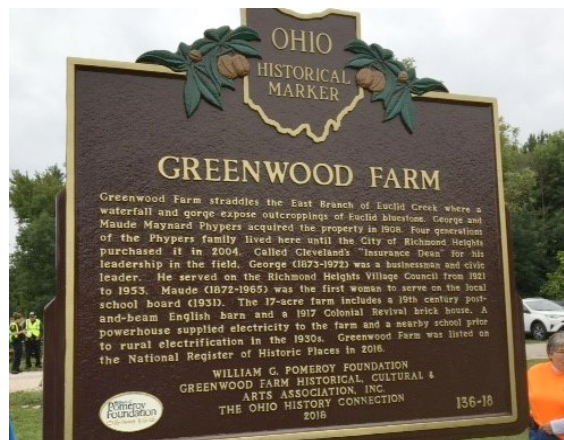
Sometimes an image, map, or etching on a marker is worth a thousand words. Because the inclusion of artwork will reduce the number of words on a marker, the program will address word-length limits on a case-by-case basis. Additionally, the inclusion of either a metal or etched plate image adds to the cost of a marker.

The markers program is not equipped nor able to provide image modification or design services. If interested in adding artwork to the marker, please consult us about the “camera ready” specifications for your image. Art work is at additional cost, must be “camera-ready,” and will increase both the marker’s cost and time for production. The image that you provide to the marker program is the image that will be reproduced on the marker. Color images, however, will be reproduced in black-and-white.

#6. Funding Sponsor of the Marker & Tax Exemption Numbers

The organization named in this section will be listed on the bottom of the marker as its lead or primary sponsor, unless your marker received a William G. Pomeroy Foundation or Lucas Regional Marker Fund grant. If more than one organization is to be credited, please list the names of the organizations under “Additional funding sponsor” on the application.

Space limitations at the bottom of marker mean that no more than four sponsor lines can be listed. *Ohio History Connection* will always appear as the fourth or bottom sponsor line. Your marker could look like this:



The local sponsor is responsible for all costs related to a marker as well as all required research. When payment for the marker is due, the invoice will be addressed to the local sponsor and will be the entire price *minus* any grants awarded. Additionally, the cost and installation of the marker are the sole responsibility of the local sponsor.

Markers are sponsored and paid for locally by a variety of organizations, including:

- Civic groups and service organizations (Kiwanis, Rotary, etc.);

- Veterans organizations (American Legion, VFW, etc.);
- School alumni groups;
- Anniversary committees;
- Village, city, county, and township governments;
- Community and county historical societies;
- Historic preservation organizations;
- Private donors.
- *Note our rules about not listing **Names of living people on markers, as well as excluding personal acknowledgements, dedications, and memorials.***

If your organization or your funding sponsor is tax exempt, you should indicate a tax-exempt number. Without a tax exemption number, you will be charged the current Franklin County tax rate.

To estimate the price of a marker, consult the current price list posted on RemarkableOhio.org.

- To be safe while fund-raising, presume the highest priced marker;
- The exact price will not be determined until an invoice is issued;
- The posted price list will have a dates valid at the bottom (e.g. July 1, 2021-June 30, 2022).

#7. Maintenance of Marker

Please designate an organization that will be responsible for the long-term maintenance of the marker. Provide their contact information on the application and submit a formal letter of marker maintenance commitment using the TEMPLATE provided in Appendix 1. We strongly suggest working with a well-established company or organization rather than a temporary committee or individual for this maintenance commitment.

The expectation of the Ohio History Connection is that marker maintenance designee agrees:

- To be responsible for long-term maintenance and care of the marker;
- To report to the Ohio Historical Marker Coordinator if the marker is missing, damaged, stolen, moved, refurbished;
- To bear the responsibility for the full-cost of repair, refurbishment, and/or replacement of the marker should it be damaged or stolen;
- To notify the Ohio Historical Marker Coordinator if they are no longer able to honor their maintenance commitment and arrange for a new agreement to be signed by a responsible local or regional organization.

Without this maintenance letter, the application will be considered incomplete. This information will be kept on file and should the Ohio History Connection be contacted about a marker we will contact the responsible party indicated in this section.

To maintain a marker in good condition:

- Clean the marker twice a year with water and mild soap using a non-abrasive rag or sponge;
- As needed, remove bird droppings or other contaminants that may degrade the marker's finish;
- Care for the marker as you would any other painted object you value.

In 5-10 years, depending on location, the finish on the marker will weather to an even flat-brown color, as shown→

Members of the public may report a weather-worn, damaged, or missing marker to our office by submitting the "Report a Problem" form on Remarkable Ohio or by phoning our office at 614-297-2360.



#8. Shipping Address

The shipping address and contact information is required for the foundry to ship the marker. A few things to consider when deciding upon a shipping address:

- Shipping regulations often restrict trucks in residential neighborhoods. We strongly recommend that you use a commercial address that has an office or shop that is staffed and open between 8 am–5 pm, Monday–Friday.
- The delivery truck will need a location with loading access or curb-side service. Any other location is subject to additional charges.
- The marker will be in a large crate weighing approximately 250 pounds. Recipient is responsible for unloading the crate from the truck. Please have several strong people ready at the time of delivery.
- Unloading service *does not* include unloading equipment such as a forklift or hydraulic lift.
- In all cases, you should inspect the marker at the time of delivery. Do not place the crate in storage and inspect days, weeks, or months later. Should the marker be damaged in delivery, claims to the freight company must be made at the time of arrival.

#9. Statement of Significance

The statement of significance is the **most important section** of the historical marker application and should be tackled before writing your suggested marker text. Think about beginning the

first sentence of your statement with “*This subject merits recognition of an Ohio Historical Marker because...*,” and then explain why the marker subject is significant to history and how it meets the criteria listed earlier in this *Handbook*. If applicable, be sure to document the subject’s importance on a local, state, and national level.

Keep in mind that the subject does not have to be significant on a state or national level to be worthy of a marker. Markers about locally-significant topics help readers understand why a place is the way that it is!

The information in the statement of significance should relate directly to the marker subject. You should research the marker subject so that you can answer these questions in a two or three page statement:

- Why is the subject of the marker important or significant?
- Who was associated with the marker subject?
- What significant thing happened at the proposed site of the marker?
- When did the marker subject occur?
- Where did the marker subject occur (if different from above)?

Be sure to support all statements of fact with creditable sources.

Sources from the time of the subject (primary sources) are strongly preferred over those that describe the subject years after the fact (secondary sources). Document all statements of fact in your with **endnotes**.¹ Ideally, we would like to see an endnote and supporting document attached to every sentence, date, and name in your written text.

Samples of Statements, Suggested Texts, and other helpful documents are posted on our website.

Please limit the Statement of Significance to two or three 8.5 x 11 pages (not including endnotes). Be prepared to UPLOAD your scanned Statement of Significance on the electronic application.

¹ This is a what an endnote will look like (only at the very end of your document). Please make sure each note includes the following information: AUTHOR of source, TITLE, PLACE OF PUBLICATION, DATE OF PUBLICATION, and PAGE NUMBER. This format, for example, is the one typically used in historical writing: Charles Van Tassel, *Story of the Maumee Valley, Toledo and Sandusky Region* (Chicago: S.J. Clarke Publishing Company, 1929), pp. 18-19. Format isn’t critical, but the markers program needs to know the sources that you used to establish your facts. Whatever format is used, a good endnote answers these questions: “What is the source of this fact?” and “What source must I consult to find this fact for myself?” If the source is a web page, please include the link in your footnote, for example: “Ohio City (City of Ohio)” Encyclopedia of Cleveland History at <http://ech.case.edu/ech-cgi/article.pl?id=OC1>. It is not necessary to repeat information if you refer to the same source many times throughout your suggested text, just include the author, title, and page number. Using the example above: Van Tassel, *Story of the Maumee Valley*, p. 28.

#10. Suggested Marker Text

You should draft a preliminary marker text, keeping in mind that it needs to be concise, accurate, and compelling. In general, marker texts should be confined to facts that answers the questions of *who*, *what*, *where*, *when*, and *how*. Do remember that you cannot say everything about your subject on a marker. Your text should *spark discovery of your Ohio story* and push the reader to seek out more on their own.

If the marker application is approved, you and a representative of the markers program will work together on the text until a final version is mutually agreed upon. Most marker texts go through 2-3 drafts and the revision process can go swiftly if both parties are timely in their replies. Occasionally, marker texts can take many more months and revisions before a final text is agreed upon by both the local sponsor and the markers program.

The number of words on an Ohio Historical Marker is limited by the size of the lettering. Most texts are approximately 90-125 words in length per side. Suggested texts in excess of 160 words per side may be returned to the local sponsor for further editing before review by the markers program. Suggested texts for Ohio Corporate Limit Markers should not exceed 15 words.

IMPORTANT NOTE: Please do not expect that your marker text will automatically be accepted as initially submitted on the application. ALL suggested marker texts are subject to revision at the discretion of the markers program to ensure historical accuracy, economy of expression, readability, and to help bring text into a uniform marker “voice.” Relevance to a wider audience of future readers is also considered.

Like you, our first priority is to ensure that the text is historically accurate and that it represents the truth about the person, place, event, or “thing” represented on the marker. This is why we require endnotes, a bibliography, and copies of the sources that you used in your research.

Additionally, we work with you to make sure the text is a “good read.” A writer *should not be* irrevocably married to their own turn-of-phrase and our historians and editors *should be* allowed to do their job to help create a compelling Ohio marker.

It is difficult to put large and important stories into a paragraph of 90-125 words per side. It is our aim to make every word on your marker work so that future readers easily and completely understand the story you want them to know. If we cannot arrive at a mutually agreed-upon text, the marker application may languish and ultimately be dropped from the program. Be sure to read the rules and guidelines regarding our editorial queue and inactive files.

Several things to consider while writing your suggested marker text:

- Your marker will be enjoyed by readers who are not familiar with your subject.
- Drafts of texts should assume no extensive prior knowledge of your subject, area, or even the larger national story.
- Marker readers favor shorter sentences over long and convoluted ones.

- Your marker will stand for many years and you should strive to make sure your story is understood by both present and future readers.
- A fact is better than a vague feeling when telling a short history story. Instead of “early pioneers were happy in this area,” use “Founder John Chase chose this location for its rich farmland and plentiful waterways in 1801.”
- If your property is on the National Register of Historic Places or a designated National Historic Landmark, you must mention that in the text. A sentence such as “The XYZ house was listed on the National Register of Historic Places in 2010,” will suffice.
- Try NOT to include “the building to the east” or “this location” as markers frequently need to be relocated and buildings sometimes disappear. Tell a complete story about your topic instead of taking the pointing over there shortcut.

Just as with the Statement of Significance, we ask that you document *every statement of fact* in your suggested marker text with **endnotes**. While these citations will NOT be included on the finished marker they WILL be held in the permanent marker file for future generations to reference.

On the electronic application, you will be asked to type your marker text in one box and the endnotes in another box below. The website does not allow for automatic endnotes that you insert into a Word document. You will need to type an endnote number with a parenthesis (1) behind your statement of fact and then type the endnote in the endnote box below the text box. Be sure that your numbers match in both boxes so that the reviewer can easily find your references.

Suggested Marker Text Side A

You will type your suggested marker text in this box.(1) Be sure to match your endnote number (2) to the source you used for the date or name or fact in the endnote box below.(3)

Endnotes for Marker Side A

(1) here is my endnote to fact one.
 (2) here is my endnote for fact two.
 (3) here is my endnote for fact three.

#11. Bibliography

Please create a formal bibliography by listing all publications, manuscripts, or other references cited in your endnotes for BOTH the “Statement of Significance” and “Suggested Marker Text.” If there was a reference that you found useful but did not cite, please include it in the bibliography as well. On the electronic application, you will type the bibliography into the box supplied.

Please note that the markers program is more concerned with knowing the sources of the information you used rather than the format of your bibliographic entries. While the markers program uses the *Chicago Manual of Style* as a guide, we will accept far less formal bibliographies on the application. What we ultimately need to know is where you found your information and how can we find it ourselves.

For every statement of fact, we need a bibliographic entry that answers these questions: “What is the source of this fact?” and “What source must I consult to find this information for myself?”

For each reference, give the:

- Name of the author;
- Title of the source;
- Place and date of publication;
- Publisher;
- Page numbers;
- A way to match the endnote with the attached photocopied source.

Example: Van Tassel, Charles. *Story of the Maumee Valley, Toledo and Sandusky Region* (Chicago: S.J. Clarke Publishing Company, 1929), pp. 18-19.

If the source is a web page, please include the link in your footnote, for example: “Ohio City (City of Ohio)” *Encyclopedia of Cleveland History* at <http://ech.case.edu/ech-cgi/article.pl?id=OC1>. Accessed January 10, 2015.

Applications missing the bibliography will be deemed incomplete.

#12. Sources

The Ohio Historical Marker program requires a **legible scan of every source** cited on your application. Be prepared to UPLOAD each scan on the electronic application. The Ohio Historical Marker program has been in place since the early 1950s. We maintain a file on every marker produced. Your supporting materials will become a permanent part of the marker file and are a trail for future researchers about the final marker text.

- Please note, we do not need the entire book or original document, just the relevant pages along with publication information.
- If a website is cited, please upload a copy of the pages cited. Web links frequently break and we want to both see and preserve your research.
- Your sources will be considered public record and made available to researchers asking for information about your marker research.
- Your sources will be shared with internal and external reviewers as well as grant committees making decisions about application acceptance and funding awards.

- The Ohio Historical Markers Program will carefully check every source you used in your research and writing and must be able to see all sources cited.
- The markers program reserves the right to conduct their own research or ask for further information to be verified by the applicant.
- Please do not submit your original documents or one-of-a-kind photographs.

Applications missing the uploaded sources will be deemed incomplete.

#13. Tentative Marker Dedication Date

Due to the number of applications the program is working on at any one time, applicants should allow a minimum of twelve months for the review, manufacture, and delivery of a marker. That timing starts from the time the Markers Program acknowledges acceptance of an application into the program (typically late July of the year the application was submitted).

We ask for a “tentative” marker dedication date to help order our work throughout the year. Enter a month and year that you envision for the marker dedication. Advance knowledge of an upcoming anniversary date or special event that would serve as the perfect time to unveil a new marker, helps the marker program meet your expectations about when you should receive your marker. **If you have a specific anniversary, we suggest you begin working on your marker application at least 2 years prior to the event you hope to commemorate.**

Please, please, do not expect to submit your application in May and have a new marker delivered a few months later. Applications can take many months to compile, funding may take time to obtain, the committee review process takes another few months, and Ohio History Connection historical research and editorial process can take many more months after acceptance into the program. The actual production of a marker can then take another 6-8 months.

To be considerate of everyone’s workload, we ask that you honor that markers take time and not actually publish a dedication date until your marker has been safely delivered. The Ohio History Connection is not responsible for getting your marker to you on time if you plan a dedication event prior to having the marker in your possession.

#13. Application Submitted By

By completing this section, the applicant agrees that they:

- Have verified that the information in the application is complete and accurate to the best of their knowledge;
- Are authorized to commit the person or organizations named in the application to fund and maintain the marker;

- Will serve as the contact between the local sponsor(s) of the application and the Ohio History Connection’s markers program;
- Will inform the markers program should they need to step down as the official contact and supply the name and contact information for a newly authorized contact.

You must sign and date the form and include all contact information. By doing so, you agree to become the Ohio History Connection’s point of contact for the marker throughout the application, editing, production, delivery, and dedication process.

APPLICATION CHECK LIST

This checklist can help ensure the successful completion of your marker application!

Now that the Markers Program has moved to an electronic application, it is especially important that applicants for markers and marker grants make sure that their application is complete prior to hitting “Submit.”

- All information requested on the marker application is required.
- Research files and final marker text will be considered public record and made available to the public upon request. All other information on the application is confidential and for program use only.
- Missing information will eliminate the application from consideration.
- **The annual May 1 (noon) deadline is firm.** Anything received after that date (and time) will be returned for resubmission during a later application cycle.
- If an application is incomplete, it will be rejected and the applicant asked to supply the missing information and resubmit during a later application cycle.

While submission of an application does not guarantee that a marker will be awarded, the markers program appreciates your efforts to provide the information needed. Every item requested will be used should the application be accepted and will be part of a permanent file to be consulted for decades to come.

APPLICATION CHECK LIST TO HELP PREPARE FOR ELECTRONIC SUBMISSION

- _____ Did you complete ALL information in the following sections?
- _____ *Location of Proposed Marker*
 - _____ *Owner of Property*
 - _____ *Funding Sponsor*
 - _____ *Maintenance of Marker*
 - _____ *Shipping Address*
 - _____ *Application Submitted By*

- _____ Did you supply a tax exempt number for the funding sponsor of marker?
_____ Or is this not applicable?
- _____ Upload a signed letter from the property owner granting permission to erect a marker?
- _____ Upload a signed letter of agreement from the marker maintenance designee?
- _____ Upload a map and photograph showing placement of proposed marker?
- _____ Upload your "Statement of Significance" including endnotes?
- _____ Type in your "Suggested Marker Text" including endnotes?
- _____ Does your initial draft of text not exceed 90-125 words per side?
(15 words for an Ohio Corporate Limit Marker)
_____ Did you include the word count at bottom of page?
- _____ Type in your "Bibliography" of sources used in BOTH the statement and suggested marker text?
- _____ Upload *legible scans* of every source used to document facts in BOTH the statement and suggested marker text?
- _____ Did you toggle the spot for grant consideration? _____ Or is this not applicable?
- _____ Did you upload a signed copy of your MAO if this application is part of a mitigation settlement with the State Historic Preservation Office?
_____ Or is this not applicable?

Congratulations! If everything is in order, then you are ready to submit your online application!

QUESTIONS?

Contact the Ohio Historical Markers Program at 614-297-2360 or email historicalmarkers@ohiohistory.org.

WHAT TO EXPECT AFTER APPLICATION SUBMISSION?

The Ohio History Connection accepts applications throughout the year, but only considers them after the annual May 1 deadline. Upon receipt of your application, our office will acknowledge receipt via email. If you do not hear from us, please phone or email to confirm that your application has arrived.

Applications that arrive prior to the next May 1 deadline will be placed into a holding file for the next application cycle.

APPLICATION DECISIONS, NOTIFICATIONS, RESUBMISSIONS, AND EDITORIAL PROCESS

The Ohio Historical Markers Program understands that every marker project is important and we work hard to be as fair as possible in making decisions regarding marker applications. As the program increases in popularity and the number of applications expands, the careful review of applications becomes more critical. It is no longer a given that every application will receive a marker and/or a grant. For that reason, this *Handbook* will attempt to give an overview of the process.

Once the annual May 1 deadline arrives, all applications are carefully checked to make sure they are complete. Incomplete applications are rejected and will not be forwarded to either the reviewers or the subsequent grant committees. This is why we emphasize that the checklist provided be used throughout the process of compiling an application.

During May and June internal reviewers at the Ohio History Connection will carefully read through every application using an evaluation rubric to weight the applications and make an initial decision about the number of applications that will be accepted and what applications should move forward to outside reviewers. In doing so, the reviewers strive to represent all the stories across the state and to uphold the Ohio History Connection's core values of **relevance**, **authenticity**, **inclusivity**, **stewardship**, and **working together**.

During June, external reviewers will read the applications again using the evaluation rubric and the lens of the Ohio History Connection's core values. The committees will meet with the markers program staff in late June or early July to make decisions about the next round of markers as well as the awarding of marker grants. After a decision has been made about that year's round of marker applications, the Historical Marker Program Manager will notify the contact person that submitted the application.

If the application is not successful, we hope that you will consider re-working your application and submitting another year. We encourage resubmissions, but ask that the subsequent application show improvement. Simply updating your former application without additional

research and stronger “Statements of Significance,” and additional sources will not be considered. Applicants may re-apply one more time (a total of two submissions) before waiting out one (1) marker application cycle. While the sheer volume of applications means that feedback cannot always be detailed, we truly want to help every application become a marker and welcome phone calls or emails about strengthening your submission. If your second application is not successful, we ask that you wait out one (1) year and only resubmit if you have completely reconsidered your Statement of Significance, Suggested Marker Text, Sources, and Bibliography.

If the Ohio History Connection approves the application, you and the Markers Program Manager will work together to draft the final marker text for inscription on the marker. Depending upon your suggested dedication date, your application may wait in the editorial queue for 8-12 months after notification of acceptance in the program. You will be contacted once your marker is under historical review. If concerned, please do not hesitate to check-in about the progress of your marker.

When the final version of the marker text is agreed upon that text will be sent for your signature of approval along with an invoice for the marker. ***Payment is not due until an invoice is sent out with the final text for signature.*** Once payment has been made and the signed text has been returned, the marker will be ordered from the foundry. No marker will be ordered until both this signed final text and payment are returned. We are particularly careful about this signature “on the dotted line” as this is the text that will be used to create the marker.

The entire marker process usually takes twelve-sixteen months, dating from the time the Historical Marker Program Manager sends you notification that your application has been accepted into the program. We say “usually” because we will not be held responsible for slow responses on the part of the local sponsor or other delays in payment. When delays occur, they usually occur during the text approval process and after payment is invoiced. Local sponsors should be ready to review drafts of texts shortly after they are forwarded, respond as quickly as possible to any further research requests, and be prepared to pay for the marker when the invoice arrives. Should the process delay into the next marker cycle that includes a price increase, a new invoice will be issued.

MARKER DELIVERY & INSTALLATION

All Ohio Historical Markers and Ohio Corporate Limit Markers are manufactured by Sewah Studios in Marietta, Ohio.

- Once the marker has been ordered expect that it could take 4-8 months to receive your marker.
- Your “Shipping Contact” will receive an email or phone call from Sewah when your marker is loaded on a delivery truck.

- Be prepared to have several strong people available to unload the marker from the delivery truck.
- Make sure to open the crate and inspect everything is fine (no damage, no spelling errors) **prior to signing the delivery receipt.**
- Sewah Shipping and Delivery policies are found in Appendix 2.

Marker installation is the responsibility of the applicant. Installation information can be found in Appendix 3. Your marker delivery will include the marker, a 7-foot post, and set-screws.

The markers program expects that your new marker will be installed within six months of delivery and not put into storage or withheld from public display for any reason. Should you have a problem with installing and/or dedicating your marker shortly after its arrival, please contact the Markers Program to let them know where your marker is and when it will be installed.

MARKER DEDICATIONS

The Ohio Historical Markers program encourages all local sponsors to hold marker dedications. It is never too soon to begin thinking about your celebration but *do not confirm your date* and finalize speakers, plans, and caterers until after the marker is safely delivered.

Dedication celebrations are a popular way to generate interest in and proclaim your new marker. These happy occasions can take place as part of larger community events or as stand-alone programs. They can be big affairs with hundreds of celebrants, or small ones with 10-20 attendees. The point is to let the community and the world know that yet another part of Ohio's rich history is shared on your new Ohio Historical Marker.



If you are planning a dedication ceremony a member of the Ohio History Connection's staff will be pleased to attend your event and bring a cover for the unveiling. Be sure to let the Historical Marker Coordinator know your plans as soon as possible so our representative can put the details on their calendar.

We encourage you to invite local dignitaries as well as county, state, and congressional elected representatives.

Marker dedication celebrations usually last from 30 minutes to one hour.

Dedication events often include:

- Welcoming and introductory remarks by a master of ceremonies;
- Background on the history chronicled on the marker, usually by an expert on the topic;

- Congratulations and brief comments about the markers program by a representative of the Ohio History Connection;
- Remarks by dignitaries, such as local elected officials, and state representatives and senators;
- The last item on the program is usually the unveiling of the marker;
- A small reception or tour following the unveiling gives people time to mingle, take photographs, and enjoy the event.

Preparation for marker dedication celebrations usually include the creation of a written program that is distributed to attendees and held by sponsors as a memento of the event. The Ohio Historical Markers Program has a template for both a “Save the Date” postcard and a dedication day program. You are welcome to use these or to create your own! Think about including the following information on your program: date, time, and location of event; address or location of the marker; final text of the marker; a list of speakers and their affiliations; and acknowledgements such as a list of donors, the writers who drafted the text, the people who unloaded or installed the marker, and everyone or anyone who helped along the way from application to dedication.

Marker Dedications are a great way to celebrate the long and arduous journey from application to dedication! Don’t forget to mark this special achievement for your community.

REMARKABLEOHIO.ORG!

The Ohio Historical Marker program has its own website www.remarkableohio.org, that is a part of the family of websites maintained by the Ohio History Connection. Remarkable Ohio went live in 2006 and was developed in partnership with the Ohio Government Telecommunications, which administered the site until 2015. Today, it is under the auspices of the Ohio History Connection. Thanks to our talented team, the website received a 2022 face-lift that includes an interactive map, an electronic application, and a much-needed behind-the-scenes database.

Known commonly as “Remarkable Ohio” or “RO,” the website contains an up-to-date list of every Ohio Historical Marker that is organized by county, marker title, and marker number. In addition, the current application, price list, grant criteria, *Marker Handbook*, samples of successful statements, and more are available online.

While we hope that you will find Remarkable Ohio to be a useful source of information about the marker program, we welcome your phone and email inquiries.

MARKER CONDITION & RELOCATION REPORTING



Marker maintenance is an increasingly important aspect of obtaining an Ohio Historical Marker. The two marker programs are over 70 years old and approximately 500 of the extant markers are now moving towards a genteel “middle age.” Some of the original marker sponsors have died or their organizations closed. We need all Ohioans to keep us informed about the markers in their community.

While we hope that Ohio Historical Markers will stand in place to tell their stories in perpetuity, we recognize that events or accidents happen that cause a marker to be moved or removed. Sometimes a marker may need to be retired when historical knowledge increases and new stories emerge to refocus those told on a marker. Relocation and Retirement forms are available from the Ohio Historical Markers Program Manager. Please do consult with us prior to making such decisions.

While we maintain a permanent record of the markers we have placed throughout the state, our information is only good as long as marker volunteers, local sponsors, and marker enthusiasts keep a watchful eye on the markers in their community. Please use our “Contact” and “Report A Problem” forms on Remarkable Ohio to alert us to a missing, damaged, neglected, or problematic marker in your area.

CONCLUSION

The Ohio History Connection appreciates your interest in the Ohio Historical Marker program. We love being able to tell the stories that make Ohio’s history so rich, diverse, and rewarding. We look forward to partnering with you to mark your important story and to share it with all Ohioans.

Please do not hesitate to contact us with any questions regarding these guidelines or any aspect of the marker process:



OHIO HISTORY CONNECTION
Ohio Historical Markers Program
800 East 17th Avenue
Columbus, Ohio 43211-2497

Historical Markers Program Manager
(614) 297-2360
historicalmarkers@ohiohistory.org

APPENDIX 1

TEMPLATES FOR PROPERTY OWNER PERMISSION & MAINTENANCE AGREEMENT LETTERS

Address your letters to:

**Ohio History Connection
ATTN: Ohio Historical Markers Program
800 E. 17th Avenue
Columbus, OH 43211-2497**

RE: Property Owner Permission for Proposed Ohio Historical Marker

As owner of the [NAME] County property [ADDRESS] I grant permission for the proposed [MARKER NAME] Ohio Historical Marker to be erected at the location agreed upon by the applicant, myself, the Ohio History Connection, and the organization responsible for marker maintenance.

I fully understand that this permission includes the following:

- To allow the public to stand or sit on my property so that the marker may be easily read, viewed, photographed, and enjoyed;
- To allow access to the marker (free of charge) between dawn and dusk, seven days a week, and 365 days a year;
- To notify the organization responsible for marker maintenance if the marker is in need of cleaning, repair, or refurbishment, and to grant them access to the marker for any needed work;
- To promptly report to the Ohio Historical Marker Coordinator and the marker maintenance organization if the marker is missing, damaged, or stolen, and to grant them access to the marker for any needed work;
- To allow (free of charge) photographs, location information, and address of the marker to be published on the Ohio Historical Marker website and held in the program's permanent marker file;
- To allow (free of charge) photographs, location information, and address of the marker to be published by individuals or organizations granted such usage by the Ohio Historical Markers program;
- To allow the marker to stand in perpetuity and not remove or move it without consultation with the Ohio Historical Marker Coordinator at the Ohio History Connection and the submission of the necessary relocation or retirement forms and photographs expected at the time;

- That should I sell or otherwise relinquish ownership of the property I will alert the Ohio Historical Marker Coordinator at the Ohio History Connection, the marker maintenance organization, and the new owner(s) so that arrangements may be made to continue this agreement.

I look forward to being a part of the Ohio Historical Marker program and being a custodian of this important piece of Ohio's history.

[Be sure to date the letter and include property owner's signature, address, phone number, and email information.]

RE: Maintenance Commitment for Proposed Ohio Historical Marker

I am writing in regard to the proposed Ohio Historical Marker to be located at [ADDRESS or LOCATION]. I verify, on behalf of [ORGANIZATION NAME], that the said organization will be responsible for the maintenance of the marker.

I fully understand that this long-term maintenance commits the organization to the following:

- To bear responsibility for long-term maintenance and care of the marker including regularly cleaning with a clean cloth and warm soapy water (nothing abrasive or with wax), touch-up painting, and refurbishing the marker should it become too aged or weathered for continued display;
- To promptly report to the Ohio Historical Marker Coordinator if the marker is missing, damaged, stolen, moved, refurbished, or retired;
- To submit to the Ohio Historical Marker Coordinator up-to-date photographs of the marker and its location when filing a missing marker, relocation, or marker retirement form;
- To bear the responsibility for the full-cost of refurbishment and/or replacement of the marker should it be weather-worn, damaged, or stolen.

We also agree that we will not replace the marker with any facsimile but will work with Sewah Studios (the original manufacturer of the marker) and the Ohio Historical Markers Coordinator should replacement become necessary.

We promise to care for the marker as we would any other object we value highly, for the benefit of the historical education of our visitors, our organization, and the citizens of Ohio.

[Be sure to date the letter, include an authorized signature, and if not using organizational letterhead to include address, phone number, and email information.]

APPENDIX 2

SEWAH SHIPPING POLICY & DELIVERY INSTRUCTIONS

Sewah Studios products are sold **“freight prepaid”** delivery to a commercial location via LTL freight carrier. Orders sent to a non-commercial address, deliveries requiring special handling, or orders submitted with errors which require re-consignment are subject to additional charges.

- **Commercial Address**
Freight is prepaid to a commercial location with loading access or curb-side service. Any other location such as: apartment, private residence, estate, farm, school, college, church, rectory, day care, camp, public storage facility, government site, construction area, parks, or high-cost delivery regions are subject to additional charges.
- **Delivery/Unloading Service**
Unloading service does not include furnishing or use by the driver of any special unloading equipment such as a forklift or a hydraulic lift gate. Additional charges will be applied if any other service is requested at the time of delivery.
- **Shipment Notification**
Upon request, Sewah will notify the customer when their product has been shipped. This notice will allow 24 to 48 hours before the customer can expect the shipment. The carrier will not notify the customer prior to delivery unless difficulty finding the location should occur. Delivery by appointment can be arranged at an additional cost.
- **Address Quality**
Please understand that the shipping address is vitally important to the freight company. If the customer gives incorrect or inaccurate information the shipment will be delayed and additional charges will be applied.

Sewah reserves the right to bill customer accounts for freight costs that exceed our normal “prepaid delivery” amount. If you think the address provided will cause additional charges, please contact Sewah for instructions and/or options to minimize this charge. Sewah Studios will continue to provide “prepaid freight” services to all addresses which qualify. Thank you!

Follow these simple instructions to avoid paying for damaged goods.

Inspect your package *immediately upon arrival*

Visible Damage

If you notice substantial damage to the packaging and are certain the contents are damaged:

- **Refuse the package** and the driver will send it back to the shipper. You are more likely to receive reimbursement for damages and repairs if you select this option.

If you notice only minimal damage to the packaging and are uncertain the contents are damaged:

- Keep the package and **note on the freight truck driver's bill of lading that the package arrived damaged**; take a photograph of the damaged package *before* you open it.
- If the contents inside the package are damaged - contact the shipper (Sewah Studios) so we can arrange to have the package inspected by the freight company.
- Without freight company inspection, reimbursement for damages will not be possible.
- The package should not be returned to the shipper until such an inspection has taken place.

Concealed Damage

If the package does not look damaged but after opening it you find the merchandise is damaged, contact the shipper (Sewah Studios).

- The freight company will have to inspect the damages before the merchandise can be returned to the shipper for repair.

IN ALL CASES INSPECT UPON ARRIVAL

- Inspect delivered merchandise **when it arrives**.
- Do not place it in storage and inspect it days, weeks, or months later.
- Freight claims must be filed as soon after delivery as possible.

Sewah Studios is held to the above standards when filing claims with freight carriers for damaged goods. Therefore, when the inspection, return or damage notation procedures outlined above are not followed by the receiving party, Sewah Studios cannot be held liable for damages or for the cost of repairs to fix damages.

APPENDIX 3

MARKER INSTALLATION INSTRUCTIONS



Your new Ohio Historical Marker is manufactured to sit down on top of an octagonal 7-foot aluminum post. It is then secured to the post using 8 set screws.

The post is designed for 36" (3 feet) insertion in the ground, leaving approximately 48" (4 feet) above ground.

1. Using a post hole digger, dig a hole 10-12" diameter and 36" deep.
2. Place the post in the hole with one of the flat faces on the post facing the direction you want the marker to face. Place the post in the hole, then plumb and brace it.
3. Fill top of hole with concrete (sacrete works fine). You might cut the bottom out of a 5 gallon plastic bucket to use as a form. Slip the bucket down over the post so it is resting on the ground at the top of the hole. When you fill the top of the hole with concrete, bring the concrete up about 4-6" above the ground. When hardened, cut the plastic form away and you have a nice curb around the post which will deter mowers and trimmers from tearing the skin off the post.
4. Before trying to place the marker on the post, use an Allen wrench to back the set screws part way out of their holes. They have been screwed on for shipment and unless they are backed out part way the marker will not side down on the post.
5. Place the marker on the post. Check it for alignment looking straight at the marker and then moving 90 degrees to view the edge of the marker. Secure the marker by tightening the set screws. Adjustments in alignment can be made using the set screws.
6. The marker can be made theft proof by drilling the flats off the set screws after you have secured it to the post. Simply take a 1/4" drill bit and drill down into the center of the set-screws going only to the bottom of the hole. This will prevent removal of the set screws. To remove the marker later, the set screws will need to be drilled out and replaced with new screws.
7. The entire job should take less than an hour. Do, however, allow 24 hours before removing the bracing.
8. Please plan to install your marker within 6 months of delivery.

APPENDIX 4

HISTORICAL THINKING STRATEGIES

<p>Analyzing Primary Sources</p>	<p>Who is the author? What do I know about the author? What is the time period? What do I know about this time period? What type of source is it? Did it come from a reliable place? What can I learn from this source? What questions do I still have?</p>
<p>Understanding Historical Significance</p>	<p>Why is this source, event, person, place, issue, concept significant? Who has decided that it is significant? Was this significant at the time? Has it become more or less significant over time? What are the elements surrounding this that maybe more or less significant but enhance our understanding?</p>
<p>Cause and Consequence, Change and Continuity</p>	<p>Does this [] represent a change or continuation of the status quo? What is the cause? What is the result? What other [] does it set in motion? Who does it affect and how does it affect them? Is it mundane or exciting and who decides?</p>
<p>Taking Historical Perspectives</p>	<p>What is my bias? Why do I have this bias? How does my bias affect my perspectives? Do I have the evidence to back my position? Have I considered all the varied opinions and perspectives? Has my perspective evolved over time?</p>
<p>Understanding the Ethics of Historiography</p>	<p>Did I cite my sources properly? Am I honoring and respecting the stories and experiences of the people I am researching? Am I respecting the work of fellow researchers, teachers, and historians? Am I acknowledging and fore fronting my bias?</p>

Courtesy the Creative Learning Factory: <http://creativelearningfactory.org/>