

# Sonoma County Regional Parks Foundation

## COMMEMORATIVE FURNITURE FAQ

### WALKING THE PARK

The best way to choose a site is to walk the park! If you find a picnic table or bench without a plaque, it is likely available for sponsorship. Many of our popular parks are considered furniture-dense by Regional Park Managers and Park Rangers, so we are unable to accommodate donor site requests. Parks with limited availability include Spring Lake, Helen Putnam, and Doran Beach.

### CHOOSING A SITE / MAPS

Let us know the park you're interested in, and we'll provide a general map for your review. Maps will indicate available inventory, which includes existing benches and tables. Maps also include proposed sites that park managers have approved for sponsorship. Picnic table and bench icons represent site locations. Typically, a black icon identifies *existing* furniture, while a white icon signifies pre-approved locations. Picnic table IDs begin with the letter "T", benches begin with the letter "B", and Campsite tables begin with the letter "C". Please note you will not find furniture at proposed sites, as nothing has yet been installed. Once you narrow down an area of interest, we can often provide a more precise aerial GPS map and site photos.

### APPLICATION / CONTRACT

The next step is to fill out the official application (available online). Although the contract has a lot of fine print, it does serve as a good FAQ on sponsorship terms, process, and plaque wording guidelines. Bench and picnic table IDs begin with the first four letters of the Regional Park location. For example, the code for Doran Beach is DORA, while the code for Spring Lake is SPRI, followed by the site ID#.

### PLAQUE

If you're not ready to submit plaque wording yet, feel free to leave that section blank or write TBD. The wording is usually the most challenging part for a lot of people, and there's no rush. When you're ready, our engraver will provide a proof (pdf) for your review, and we will go back and forth until you're 100% happy. Once approved, plaques take about 5 to 6 weeks to manufacture and ship.

### INSTALLATION & TIMING

We will email a photo of the plaque when it arrives for your final approval. Please be advised installation is heavily dependent on the work schedule of Regional Parks Maintenance & Operations crews. Unfortunately, the pandemic and resulting economic conditions have created periodic staffing challenges. During fire season (April through October), donors should be aware that fire prevention and fuel reduction take precedence over all furniture installation projects. Since early 2021, the sponsorship process has required 6 months or longer. If you're not in a hurry - that's a bonus!

### YOUR GIFT IS TAX DEDUCTIBLE!

The Parks Foundation is a tax-exempt 501(c)(3) nonprofit, EIN # 68-0421813. Checks and all major credit cards accepted. To arrange credit card payment, contact Development Specialist Jodie Ellis at [jodie.ellis@sonoma-county.org](mailto:jodie.ellis@sonoma-county.org) or (707) 565-1355. You will receive an official acknowledgment of your gift for tax purposes.

