**Appendix 5 – Nomination form for naming opportunities that recognise philanthropic support**

This pro forma should be used in conjunction with the *Policy and guidelines for the naming of University buildings, centres, posts and awards.* Those seeking to submit a proposal for the naming of buildings and facilities should make sure that the following questions have been considered prior to submission to the Director of Development and Alumni Relations.

|  |  |  |
| --- | --- | --- |
|  | Name/role of nominator: |  |
|  | Contact details: |  |
|  | What is the naming opportunity? *(delete as necessary)* | Building – whole buildingBuilding – roomFacility – whole facilityFacility – roomCentre/Institute – whole centre/instituteCentre/Institute - roomPublic spaceAcademic PostScholarship or PrizeOther – please provide details: |
|  | Current name:*(if there is no current name, please describe the opportunity)*  |  |
|  | Proposed name: |  |
|  | Location (if applicable):*(include room number, floor, building, street name if applicable)* |  |
|  | Please describe the named person’s relationship to the University or the city of Bristol, if any?  |  |
|  | Please describe the named person’s philanthropic giving to the University:*(please include details of gifts towards the naming opportunity and other gifts)* |  |
|  | Please make your reasoned case for your nomination (max 500 words). You may wish to attach this. |  |
|  | Please describe/attach any consultation that has taken place with the Estates Division for placemaking and wayfinding in relation to this naming opportunity?  |  |
|  | Is the name currently in use either in the University or the surrounding area, or used in association with a major event or other activity? *(delete as necessary – if yes, please include details)* | Yes/No |
|  | Has due diligence been completed? *(if yes, please attach - if no, please include an explanation)* |  |

**Appendix 6 – Nomination form for naming opportunities that recognise exceptional leadership, academic excellence or outstanding achievement**

This pro forma should be used in conjunction with the *Policy and guidelines for the naming of University buildings, centres, posts and awards.* Those seeking to submit a proposal for the naming of buildings and facilities should make sure that the following questions have been considered prior to submission to the Head of Communications.

|  |  |  |
| --- | --- | --- |
|  | Name/role of nominator |  |
|  | Contact details  |  |
|  | What is the naming opportunity? *(delete as necessary)* | Building – whole buildingBuilding – roomFacility – whole facilityFacility – roomCentre/Institute – whole centre/instituteCentre/Institute - roomPublic spaceAcademic PostScholarship or PrizeOther – please provide details: |
|  | Could the naming opportunity be used for recognition of philanthropic giving? *(delete as necessary – if no, please include an explanation)* | Yes/No |
|  | Current name:*(if there is no current name, please describe the opportunity)*  |  |
|  | Proposed name: |  |
|  | Location (if applicable):*(include room number, floor, building, street name if applicable)* |  |
|  | Please describe the named person’s relationship to the University or the city of Bristol, if any?  |  |
|  | Has the named person merited special recognition for outstanding achievement and distinction in a field or activity consistent with the mission of the University? |  |
|  | How does the proposed naming opportunity support the reputation and brand of the University?  |  |
|  | Please describe/attach any consultation that has taken place in relation to this naming opportunity? Did this consultation include:* Staff and students?
* Community (if appropriate)?
* Communications and Marketing (for reputation/brand)?
* Development and Alumni Relations Office (for philanthropic opportunities and due diligence)?
 |  |
|  | Please describe/attach any consultation that has taken place with the Estates Division for placemaking and wayfinding in relation to this naming opportunity?  |  |
|  | Is the name currently in use either in the University or the surrounding area, or used in association with a major event or activity? *(delete as necessary – if yes, please include details)* | Yes/No |
|  | Has due diligence been completed?*(if yes, please attach - if no, please include an explanation)* |  |