



Historical Marker Dedication FAQs

Dedication Timing & Scheduling

Q: How soon can we set a date? How early in 2026 can they be?

A: We strongly encourage you to wait until you have received the marker to decide on a dedication date. This is to avoid any potential delays to your dedication. Due to the number of approved markers, the dedication may not be until 2027.

Q: When can we know to announce a date?

A: You may announce your dedication date publicly after you've confirmed it with PHMC Staff.

Q: For markers that are not prioritized for America 250, is there a queue or system for the order they are processed?

A: Yes. After working on the America 250 connected markers and others with significant anniversaries, we manage them first-come-first-serve based on when we receive Responsibility Agreement. We cannot guarantee an estimated timeframe for when we will begin working on a text, but we will provide you with updates.

Q: Do I need to have a dedication event?

A: While not required, dedications are strongly encouraged. They are meaningful celebrations and an important way to share the significance of the marker with the community.

Marker Text

Q: Is there a chance to review and respond to the marker text? Can we submit a suggestion for text?

A: The Marker Text Committee drafts the marker's text based on the points of significance in your nomination, your submitted research, and additional research and/or consultation with PHMC experts. After the text is reviewed and approved by the Executive Director, we will send it to you for review. If you have any objections to the content, please let us know right away and we can see what we can do to accommodate. Please note that final approval comes from PHMC.

Q: What is the word limit on the marker text?

A: City markers can fit about 40-45 words. Roadside markers can fit about 70-75 words.

Q: Are the numbers of words available on the markers absolute or does it vary depending on how long the words are?

A: The number is approximate and depends on the length of words and how they fit within the template.

Q: Can we have access to any additional research material that went into the development of the text?

A: Yes, if you would like to see the additional research we did to prepare the text, we can provide that for you.

Q: Can the text be shared to the public before the marker is installed?

A: No, we request that the marker text be kept out of the public before the dedication ceremony.

Q: We can't reveal the text before the ceremony, but can we have advanced publicity for the subject of a marker?

A: Yes, we highly encourage you to generate media attention for the celebration of the new marker and its subject.

Location, Installation & Permissions

Q: What is the process for finalizing the location for the marker? Do we need an in-person field visit with PHMC to approve?

A: Marker staff will review the proposed location from your nomination using Google maps and Google Street View. If the location appears safe and accessible, we will approve it. We rarely need a site visit to confirm, but we will do so if necessary.

Q: For Philadelphia markers are we responsible for contacting the city about shipping and coordinating installation?

A: PHMC has an agreement with the City of Philadelphia to ship all markers to be installed in the city limits directly to the Department of Streets, which marker staff will manage. We will provide you the necessary information to contact the Streets Department to coordinate a date for installation.

Q: Does the PHMC help find organizations willing to sponsor/organize marker dedications?

A: Yes, we can provide ideas or suggestions for relevant organizations and get in contact if you're having issues.

Q: Does the PHMC help contact local governments?

A: If you're unsuccessful connecting with someone, we can reach out on your behalf.

Q: Do we need to get our own contractor to install the marker or does the municipality?

A: Each municipality may have different requirements. If the marker is to be installed on private property, you will need to find your own contractor to install the marker. For local government or public property, coordinate with the local government to determine who will manage the installation.

Q: We are having trouble getting a response from a property owner for permission to install a marker in front of a home. Do you have any suggestions or next steps to get in touch with the homeowner?

A: Marker staff can contact the owner on your behalf if you are not receiving a response. If there is still no response after marker staff reach out, we will need to determine a new location.

Q: What if the property owner is concerned about having the marker on their property?

A: If a property owner is hesitant, marker staff can provide a letter assuring them that the marker will not affect property value or impose any restrictions. If the owner declines, staff will work with you to find an alternative location.

Costs & Fees

Q: How much does a marker cost?

A: As of 2023, PHMC covers the cost of fabricating and shipping historical markers. However, the sponsoring individual or organization is responsible for expenses related to installation and the dedication event. These costs vary based on local fees and the type of event you choose to organize.

Q: For Philadelphia, is the \$750 fee an administrative fee and does it cover all the costs to install the marker?

A: The \$750 fee includes any and all labor, planning, and supplies the city needs to install the marker. There should be no other fees related to installing the marker.

Q: How do I raise the funds for the dedication ceremony and installation fees?

A: Many sponsors partner with local historical societies or community organizations to host fundraisers or secure financial support. Consider reaching out to groups or institutions that may share an interest in the marker subject.

Manufacturing, Shipping, & Tracking

Q: Who is PHMC's marker vendor?

A: Sewah Studios, Inc. (Ohio)

Q: How big are the markers?

A: Roadside marker: 46 in. × 45.125 in.; City marker: 27 in. × 41.375 in.; Poles: 7 or 10 feet long

Q: Will the crate be delivered to a specific location, or is there flexibility? Would it be possible for the crate to be delivered and unloaded to a personal garage or shed for secure holding prior to install?

A: Other than Philadelphia, the marker should be delivered to any location that can receive large deliveries and store them safely. A shed or garage at a personal home address is acceptable. If your local government is to manage the installation, they may request the marker be delivered to a municipal garage or similar location.

Q: Will PHMC let us know when manufacture of our marker has commenced?

A: Yes, marker staff will alert you when the marker is on the production line. Expect about 2-4 weeks for the marker to ship from that notice.

Q: Is there a way to track our markers?

A: The contact provided for shipping will receive an email alert when the marker ships that will include a tracking number. If there are any others who should be notified, please let marker staff know and we will forward the tracking information.

Q: Does the receiving organization need to open the shipping crate and inspect the marker for accuracy or damage upon receipt?

A: It is a very good idea to open the crate and check the marker for accuracy or damage. If a replacement is needed, we will need to reorder it quickly to move forward with the dedication date.

Q: For markers placed in Philadelphia, does the Streets Dept. handle marker cover return?

A: No. The marker cover will be shipped to the Streets Department, but the sponsor is responsible for returning the cover. Any PHMC representative in attendance may offer to return the cover for you.

Q: Since Philadelphia gets the markers, how can we check its status?

A: You will receive instructions and contact information for the Streets Department to coordinate the marker installation. You may request that they open and send a photograph of the marker's condition.

Dedication Ceremony Logistics

Q: Who is the “sponsor” for the marker?

A: The sponsor is typically the individual or organization that submitted the nomination. The sponsor works closely with PHMC staff to coordinate the marker installation and dedication event.

Q: Who should I invite to the dedication?

A: In addition to PHMC representatives, consider inviting:

- Local elected officials
- Relevant organizations or individuals connected to the subject
- Community members
- Media outlets

Q: Can a band and other activities be in attendance?

A: Yes! Any additional activities around the dedication will enhance the event and encourage the public to participate. You may be as creative as you are able.

Q: What is a good day to have a dedication?

A: The dedication can be held on any day of the week during the day. It is up to the sponsor and any other participating organization to decide what would be best for their situation and preferences. Any PHMC representative should be able to make it work.

QR Codes & Additional Signage

Q: As the marker is state property, would it be possible to obtain permission from the PHMC to affix a small sign to the post containing a QR code that could direct viewers to further information on the subject?

A: We will need to discuss this option further with the PHMC Executive Director. Please contact us at ra-phmarkers@pa.gov if you have a similar request.

Q: Is there any prohibition to putting a historical explanatory display stand near the marker?

A: PHMC does not prohibit placing other interpretive displays near the marker. However, you will need to obtain the proper permission from the appropriate authority to do so.