



HOSTING GUIDELINES

Thank you for your interest in hosting the Lima Company Memorial. We have created these guidelines to make your event easy and safe for all involved.

- 1. Security:** The Memorial requires a secure environment, not only to honor the memory of our heroes but to ensure it is safe from vandalism and theft. Although it is important for visitors to have privacy for a full experience, please make it evident that the Memorial is under surveillance.
- 2. Insurance:** The Memorial requires insurance during your event valued at \$1,000,000. Most venues carry insurance and a rider can be attached. Please show evidence of your proof of insurance or intent when the hosting agreement is signed.
- 3. Space Required:** In order to have a minimum of 3 feet between and around each panel, it is recommended that the Memorial be displayed in a space no smaller than 40ft X 40ft. It is possible to alter the arrangement if necessary to accommodate some venues. Please speak with the logistics manager or the artist for advice.
- 4. Lighting:** Please provide adequate lighting for the paintings to be seen at their best, but keep them out of direct sunlight.
- 5. Environment:** All venues must be protected from the elements and be placed on a hard finished floor.
- 6. Admittance fees:** The Memorial is to be displayed free of charge at your event, if your event charges admission, the cost for viewing the Memorial is to be included in the fee and no additional fees be exacted on account of the LCM.
- 7. Volunteers:** Please provide 3 volunteers capable of carrying and moving the components of the Memorial, which requires the ability to lift 75 pounds.
- 8. Candles:** Maintenance of the electric candles is the responsibility of the venue. The candles should be burning bright and constantly lit when the Memorial is on display. Replacing the two AA batteries per candle (26 candles) as needed is the responsibility of the venue. For events lasting 3 days, one set of batteries is required, if they are turned off at night.
- 9.** Please provide a loading dock or lift for unloading and loading.
- 10.** Please be respectful of time schedules and make sure all volunteers are available when the truck arrives and for takedown.
- 11.** If any damage occurs to the LCM during the course of your event, notify LCM staff immediately.
- 12. Signage:** Please prominently display the identifying signs as provided by the Memorial.
- 13. Donations:** We can provide the LCM at no cost due to the generous sponsorship of R + L Carriers, however, operational funds are still needed to keep our organization functioning. Please donate to the the LCM as appropriate for the impact on your event. Please direct individual donors to our website or provide our LCM address: PO Box 376, Worthington, OH 43085. We are a 501c3 organization and all donations are tax deductible.
- 14. Information:** Feel free to provide information about our mission through the website or direct them to call Lima Company Memorial at 614-218-6087.

THANK YOU FOR HOSTING THE LCM AND FOLLOWING THESE GUIDELINES.



HOSTING REQUEST FORM

Name of Venue: _____

Address of Venue: _____

Phone Number at Venue: _____

Event Name: _____

Event Dates: _____

Contact Name for Your Event: _____

Contact Phone: _____

Requesting Memorial to be displayed from: _____ to: _____

Is your event a fundraiser? _____ for whom? _____

Contact Name for that organization: _____

Contact Phone: _____

Does your venue have a loading dock? _____ lift? _____

Does the ceiling exceed 9 feet? _____

How many volunteers can you provide for loading? _____

How will the LCM be monitored for safekeeping? _____

Unloading and Set Up

Date: _____ Time: _____

Instructions for Driver: _____

Take Down and Loading

Date: _____ Time: _____