

# Sandy Hook Permanent Memorial Commission Guidelines for Submitting a Design

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Guidelines for Submitting a Design  
For the Construction of a Permanent Memorial  
to Honor the Lives Lost at Sandy Hook Elementary School on December 14, 2012  
V. 27 September 22, 2017

Release Date: September 22, 2017

Submissions Due: December 15, 2017





Welcome!

On behalf of the Newtown Board of Selectmen, thank you for submitting a proposal for a memorial to honor the children and educators who tragically lost their lives on December 14, 2012.

Our community's journey toward this stage of development has been long and often difficult, made possible only through the strength, commitment, and compassion of an extraordinary group of residents serving as the Permanent Memorial Commission.

In 2013, the Board of Selectmen appointed these commissioners with a charge to answer four questions: Should there be a permanent memorial? Where should a memorial be located? What should that memorial be? And finally, how should that memorial be funded? Great care and community outreach accompanied finding the answers to those questions, always centered mostly on how best to honor and respect those who were killed at Sandy Hook School on that day in December of 2012.

The precipitating event was horrific and emotionally difficult, especially for those families who lost a loved one and who continue to carry the burden of grief. So, too, we find that teachers, first responders, coaches, scout leaders, siblings, friends, relatives – all of us have been touched and changed in ways that are hard to describe or quantify.

We ask that each and every proposer bring to their work an abundance of sensitivity and compassion. Understand first and foremost that those to be honored are young children and educators who taught them, loved them and cared for them. These children and adults shared joys and passions, laughter, fun, and love with their families and community.

The best memorial will somehow reflect all of that.

E. Patricia Llodra  
First Selectman, Town of Newtown



The Sandy Hook Permanent Memorial Commission welcomes you to the design process to assist in the creation of a permanent memorial that honors and remembers the 26 lives lost at Sandy Hook Elementary School on December 14, 2012.

With your submission, we hope that you will be purposeful with your thoughts, keeping in mind the reason your design is being sought, and are sensitive to the many individuals and families who have been impacted by this horrific day.

Our Commission has continued to rely on our mission statement to assist in making decisions as work has progressed, and are hopeful you will take those words to heart in the completion of your design. While we have outlined a detailed document as a base for your work, we trust this won't limit the creativity of your submission.

After a lengthy search for a site, we received a generous donation of land in the heart of Sandy Hook from the trustees of the Boys Social and Athletic Club. This 5.3-acre parcel holds much potential for a meaningful memorial. We're truly grateful for that generosity.

Thank you to the members of the Sandy Hook Permanent Memorial Commission, past and present, and to others in our community who have played such important roles in navigating this process.

We deeply appreciate the efforts of all who wish to participate and are confident that the result of your work will offer a sense of peace to those in our community and beyond. With your help, we're committed to ensuring that those lost are honored with lasting meaning.

Respectfully,

Kyle Lyddy  
Chairman, Sandy Hook Permanent Memorial Commission

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## 1 Invitation to Submit a Design

On behalf of the Board of Selectmen of the Town of Newtown, CT, the Sandy Hook Permanent Memorial Commission (“Commission”) invites designers to submit a schematic design for a Sandy Hook Permanent Memorial (hereinafter referred to as the “Memorial design” or “Design”), along with a project narrative. Requirements and other key information are included in this document, “Guidelines for Submitting a Design” (GSD).

**GSD Issue Date: Friday, September 22, 2017**

**Submissions Accepted Until: Friday, December 15, 2017, 5 p.m. EST**

It is the intention of Sandy Hook Permanent Memorial Commission that the selected designer or design team be engaged in the subsequent phases of developing the Memorial. **Subsequent phases of development are dependent upon funding availability and successful negotiations of the required agreements between all parties.** The Sandy Hook Permanent Memorial Commission, the Board of Selectmen, and the Town of Newtown are not obligated to proceed to subsequent phases of development that may be described in this GSD.

### **GSD issued and administered by:**

Sandy Hook Permanent Memorial Commission  
Newtown Municipal Center  
3 Primrose Street  
Newtown, CT 06470  
<http://www.SandyHookPermanentMemorial.com>

## 2 Eligibility

All interested designers, including but not limited to landscape architects, architects, and artists, are invited to apply individually or as teams. Emerging design professionals are encouraged to submit a design.

Those who have previously submitted or presented Memorial designs to the Town or the Sandy Hook Permanent Memorial Commission must resubmit their designs according to the guidelines and submission requirements presented in this document in order to have their proposals considered.

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### **3 History and Background Information**

#### **3.1 Historical Events**

The December 14, 2012 shootings at Sandy Hook Elementary School, in which a lone gunman killed six educators and twenty first-grade students, resulted in devastating losses and shock to the entire Newtown community and the country. The outpouring of support from all over the world was deeply appreciated by the community. Spontaneous memorials appeared throughout the town, including flowers, toys, and angels. Hundreds of cards and gifts were delivered to the town and painstakingly archived by volunteers.

As our shock subsided, deep sorrow and pain remained. Yet, a desire to memorialize the victims, under the auspices of Newtown, held strong. Today we are united not only in our grief for those twenty-six lives lost, but also in our commitment to honor their memory.

The Newtown Board of Selectmen assembled a memorial commission of volunteers, the “Sandy Hook Permanent Memorial Commission,” which is comprised of some family members of those lost, and other community members. This Commission has been working with families of the victims, Sandy Hook Elementary School faculty and staff, emergency responders, others directly involved in the tragic event, elected officials, and the community at large to develop a permanent memorial to mark the tragedy and honor the victims. After a lengthy search the Commission has identified a memorial site. Additionally, tribute items placed in spontaneous and temporary memorial sites have been archived.

#### **3.2 Charge to the Permanent Memorial Commission**

The following was approved by the Newtown Board of Selectmen September 16, 2013:

The Board of Selectmen shall appoint a commission of twelve (12) residents to lead the community through the process of determining the nature, location, and funding of a permanent memorial(s) to honor the memory of those lost in the Sandy Hook School shooting on December 14, 2012, in order to make a recommendation to the Board of Selectmen and provide interim requests for information as required.

It is expected the Permanent Memorial Commission shall:

- Solicit ideas to be submitted for consideration and review offers and suggestions received from many interested persons and organizations, including those which have been archived by the Cultural Arts Commission and other town departments;
- Directly solicit input and meaningfully engage with families of victims and survivors, Sandy Hook School faculty and staff, and Sandy Hook School parents;
- Conduct public hearings for community input;

- 
- Work with Town departments in determining available / appropriate locations;
  - Conduct all of its review and decision making consistent with public processes;
  - Recommend to the Board of Selectmen, Commission findings related to the nature, location and funding of a memorial(s);
  - Conduct inquiries as the commission deems necessary.

### **3.3 Mission Statement and Goals**

The mission of the Sandy Hook Permanent Memorial Commission is to make a recommendation to the Board of Selectman for a Permanent Memorial that remembers, honors and celebrates those 26 who died as a result of the Sandy Hook Elementary School shooting and serves to provide comfort to those who loved and were touched by them.

A primary goal established by the Commission for this outdoor permanent Memorial is to establish a unique space where the memories of lives lost in the tragedy are honored and where citizens can freely engage in peaceful reflection. The Memorial will honor those twenty-six students and educators lost at the Sandy Hook Elementary School on December 14, 2012.

Additional background and contextual information for the Sandy Hook Permanent Memorial Commission and Memorial can be found at <http://www.SandyHookPermanentMemorial.com>

Additional information for the Memorial project is in the APPENDICES and includes: Community Survey Results, Base Map of Memorial Site, Photographs of Memorial Site, Photographs of Donated Benches, Design Submission Registration Form, and Useful Information and Resources.

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## 4 The Site

### 4.1 History and Location

The site designated for the Sandy Hook Permanent Memorial is 5.33 acres, part of what was formerly known as the Boys Social and Athletic Club of Sandy Hook, Inc. (SAC). (See Figure 1, p. 9, and Base Map of Memorial Site, p. 21.) The property is close to the center of Sandy Hook, a historic community within the town of Newtown. In 2017 the trustees of SAC donated the property to Newtown. Property abutters include Newtown Underwater Search and Rescue, Sandy Hook Volunteer Fire and Rescue; Treadwell Park, a town park; and residential lots.

The portion of the former SAC site to be dedicated to the Memorial contains two open areas, two ponds, woodlands, and some trails. It is believed that the ponds appeared in the 1930s when the area was mined for gravel to use in paving Route 6, when excavation reached the water table. There are no wetland soils on this property beyond the ponds' edges. The woods are mostly regrowth due to extensive lumber harvesting, agriculture, and recreational use over the past 250 years. There is a notable stand of Eastern Hemlock on the eastern portion of the property.

### 4.2 Visiting the Site

The site address is **32A Riverside Road, Sandy Hook, CT**.

The site is not open to the public, but the Commission will schedule several opportunities in September and October for participants to tour the site. These dates and times are posted on our website. Each participant/team or a representative must attend one of these sessions. Additional visits may be arranged with the Commission by corresponding via email at [SandyHookPermanentMemorial@gmail.com](mailto:SandyHookPermanentMemorial@gmail.com). Participants are also encouraged to visit the town of Newtown and the community of Sandy Hook.

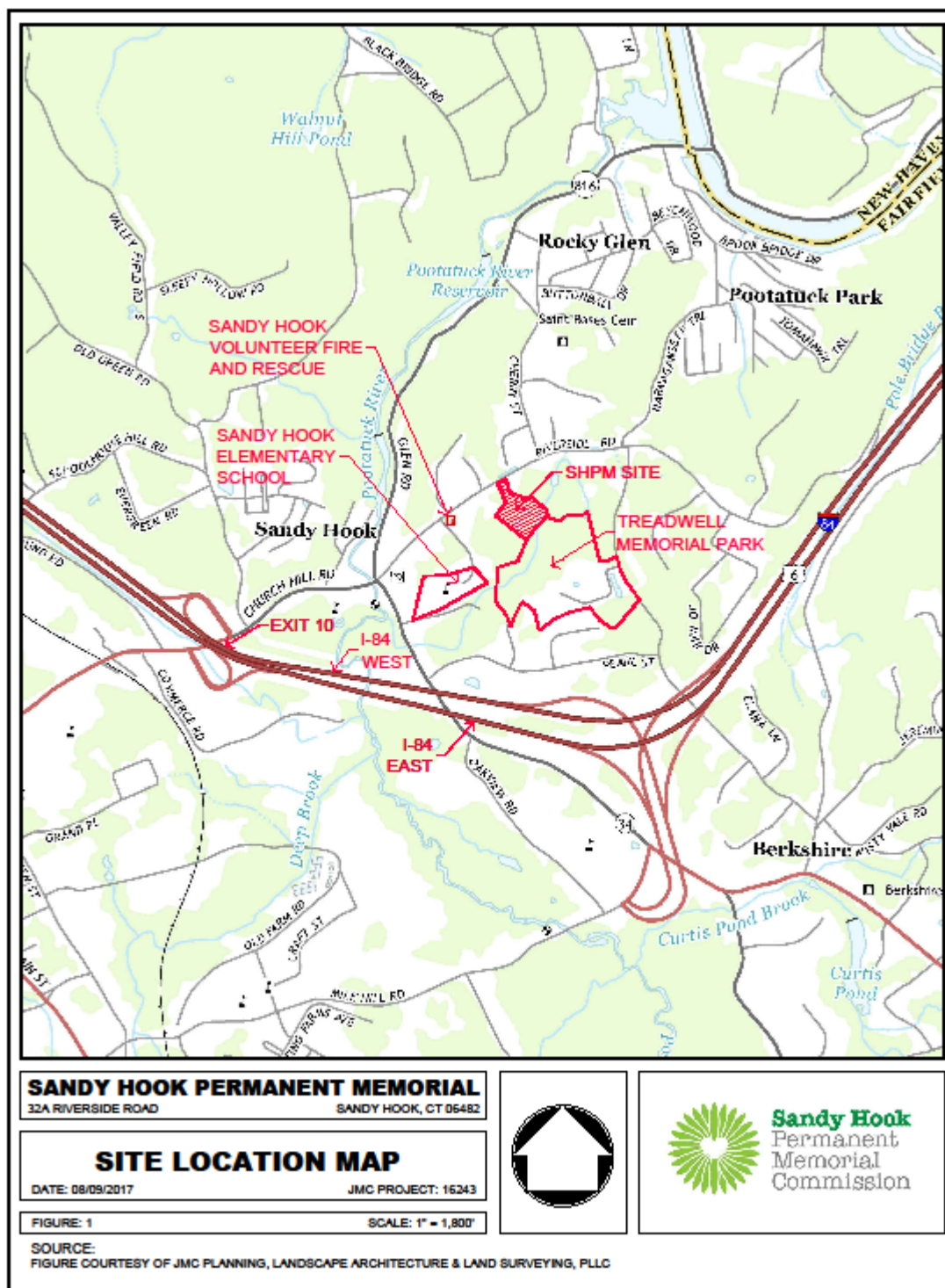


Figure 1 - Location of the Sandy Hook Permanent Memorial (SHPM) Site (a PDF version of this map can be found at <http://www.SandyHookPermanentMemorial.com>)

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## **5 Project Description**

The Commission, with support of and acknowledgment by the Board of Selectmen, is seeking an individual or team to design a permanent outdoor memorial that is informed by:

- Remembering and honoring those who lost their lives on Dec. 14, 2012;
- The Newtown community's response to the tragedy, including the emergency responders;
- Awareness that the Memorial belongs to all Newtown citizens as part of their shared experience;
- The need to speak to the broader public and to be relevant and powerful to future generations far removed from the events.

The memorial will be a public destination that provides an inspirational setting in which to remember the victims of the tragic event that shocked the Newtown community and the world. The design must respond to and respect the existing natural conditions and must provide a peaceful, contemplative environment. Designers are expected to include a high level of ecological awareness in proposed design elements as well as the intended materials and methods for construction.

## **6 Community Feedback**

An outreach effort to the community by the Sandy Hook Permanent Memorial Commission resulted in information that may be useful to prospective designers of this project. Groups contacted during the outreach effort are listed below in chronological order:

- Families of the victims lost;
- Emergency responders to the tragedy;
- Staff and parents who were part of the Sandy Hook Elementary community at the time of the tragedy;
- Greater Newtown community.

Findings are summarized by survey categories below (see A-1 for the survey responses). These summaries represent majority opinions, with priority given to responses by victims' families, and are to be used as guidelines for designers.

Designers do not need to follow all of these guidelines based on the surveys, but they are provided in order to give participants a sense of the priorities communicated by the community.

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## **6.1 Main Concept – Location and Nature of the Memorial, based on Community Feedback**

Respondents preferred a natural, quiet, serene, embracing location, well integrated with its surroundings, for the victims' families and the greater Newtown community to visit for private reflection and contemplation. They also requested that the site be not highly visible from the surrounding areas, but be where visitors can feel safe—in short, a destination that is healing, peaceful, and welcoming.

## **6.2 General Principles and Design Elements**

The main focus is to memorialize the victims and the beautiful essence of their individuality instead of the actual event. The Memorial should communicate the tragic and sudden loss of the innocent lives and the silence that this event left behind, but at the same time celebrate the strength and courage of the educators who died protecting the children. It should communicate the limitless possibilities of the children's imaginations but not be childlike. The Memorial should not be physically imposing or ideologically overbearing, but through its simplicity should communicate the great depth of our loss.

The Memorial should instill in visitors uplifting feelings of peace, love, and hope.

- Stone and water should be considered.
- Plants that attract butterflies and other wildlife are welcome.
- Some sort of seating should be available for quiet reflection. [Twenty-six granite benches have been donated for use in this memorial, at the designer's discretion. Photographs of the benches are on p. 23.]
- The design should avoid complexity or ornateness in favor of simplicity.

Please Avoid:

- The numbers "12/14" or "26" as design elements;
- Religious or political connotations;
- Literal depictions of the victims (i.e. images, sculptures etc.);
- Extensive use of metal as a design element;
- Concepts including a playground or play equipment;

Other Considerations:

- Consider natural energy resources whenever possible.
- The possibility of vandalism needs to be kept in mind.



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## 7 Additional Design Criteria (by the Commission)

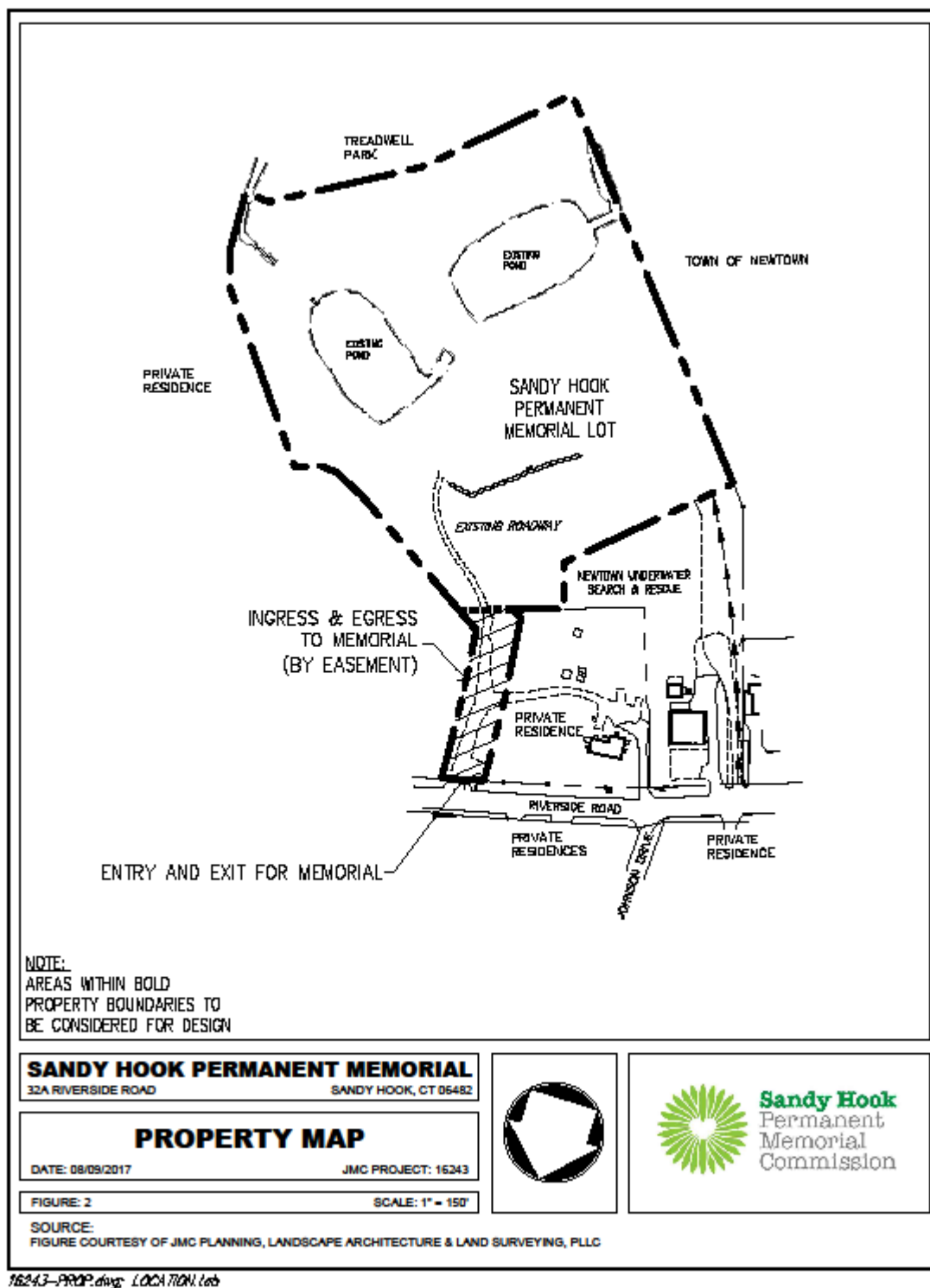
The Design must be in keeping with the existing site and surroundings. The site is situated in a rural part of Newtown and contains woods, wetlands, and ponds. Nearby properties include residences and farms.

The entire site should be considered by the designer so that visitors experience it as a park-like setting. This does not mean that every part of the site should be landscaped (the site's character should be preserved), but program elements should be well integrated with the site.

- The entry drive to the site from Riverside Road must be used as shown in Fig. 2. The entry drive is the first experience by visitors of the Memorial and shall set the mood for their overall experience. The drive shall be well concealed from neighboring properties, but the entrance should be welcoming. Safe sight lines must be established at the entrance/exit on Riverside Road.
- Parking for 16-20 vehicles, including 2 handicapped parking spaces, must be included.
- Paths/trails connecting to the existing Treadwell Park trail and to the ponds are encouraged. There are some existing trails which may be incorporated into this network.
- Although Memorial hours will be dawn to dusk, security lighting should be incorporated.
- Proposed plantings shall be mostly native, deer resistant, and well suited to the region and microclimate. Avoid plants on the Connecticut Invasive Plants list ([http://cipwg.uconn.edu/invasive\\_plant\\_list/](http://cipwg.uconn.edu/invasive_plant_list/)) and those not hardy to USDA Zone 6b.
- Every aspect of the proposed Design shall conform to the highest level of environmental standards. Designers are encouraged to use natural materials.
- At this time, the Commission does not have a maximum cost for this project. But designers are encouraged to use common-sense restraint, without sacrificing design integrity, regarding the potential construction budget and future maintenance costs.
- The Design should strive for moderate maintenance requirements.

### 7.1 Sacred Soil

Following the tragedy, many items were left as temporary memorials throughout town, including stuffed animals and flowers. These items were later incinerated, with the resulting ash called “sacred soil.” The Commission encourages that the sacred soil be used somehow in the Memorial. This material is slightly more than 1 cubic yard in volume. By order of the state Department of Energy and Environment (CT DEEP), the sacred soil is a regulated material and therefore must be sealed within a container or structure that will not allow it to leach out.



**Figure 2 – Property Map** (a PDF version of this map can be found at <http://www.SandyHookPermanentMemorial.com>)

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## 8 Selection Process and Criteria

The selection process is broken into two phases: I--review of initial submissions, and II--review of a short list selected from the initial submissions.

### Phase I – Initial Design Submissions and Selection

Following their review of submitted designs, the Commission, with advice by a group of outside professionals, will select a “short list” to participate in the second phase of the selection process. Short-listed designs will be selected using the following considerations, in addition to fulfilling the requirements outlined in 9.1:

- Aesthetic excellence, inventiveness, and creativity;
- Responsiveness to community feedback (see Section 6 and A-1) and sensitivity to concerns of the victims’ families;
- Responsiveness to the Charge and Mission of the Commission;
- Ecological sensitivity of the design and its required maintenance.

### Phase II – Presentations by Short-Listed Designers

The designers on the short list will be invited to further develop their Memorial designs over the following 8 weeks and then present them to the Commission.

Short-listed designers will be required to provide cost estimates of construction as part of their subsequent presentations. Nonprofessionals selected for the short list will be required to partner with experienced professionals for Phase II presentations.

Following the presentations by short-listed designers, a final selection of one design will be made. The Commission will then recommend this design to the Newtown Board of Selectmen.

## 9 Phase I and Phase II Design Submission Requirements

The Commission reserves the right to reject any submission not complying with these requirements.

### 9.1 Submission Process

1. Should you plan to submit a design, *you must first submit the registration form and biographical statement* (See example on A-V) which can be found on [SandyHookPermanentMemorial.com](http://SandyHookPermanentMemorial.com).
2. The SHPMC will confirm receipt of the registration form and designer bio within 2 business days and will provide you with a unique identification number, which you will then use on all submitted materials moving forward.

3. Submit design materials (see below). Submissions must be made digitally, *identified only by your identification number*, following these instructions beginning October 13<sup>th</sup>, 2017 and concluding December 15, 2017. Please note, you may submit your registration form beginning on September 22, 2017.
  - a. Log on to SandyHookPermanentMemorial.com
  - b. Click the *Submit a Design* button on the menu on the left of the screen
  - c. Follow instructions on how to upload the following two files:
    - i. Project Narrative (outlined in 9.2)
    - ii. Design files (outlined in 9.2)
      1. Specifics on file uploads are detailed below

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## **9.2 Submission Content (must be submitted under registration id number beginning October 13, 2017 and concluding December 15, 2017).**

1. **Project Narrative**, not to exceed 1 page, which presents the concept, intent, and program of the proposed Memorial design;
2. **Drawings:**
  - a. 2 Plans:
    - One plan to show core aspects of the proposed memorial, scale to be determined by designer (no smaller than 1"=20')
    - Overall site plan, showing entry drive, parking, and proposed paths (1"= 30');
  - b. Elevations (min. 2);
  - c. Sections (min. 2);
  - d. 3-D rendering and/or illustrative drawings (no more than 5).

## **9.3 Submission Format**

1. Submissions shall be made via pdf files (3 in max), in total not to exceed 15 MB in size.
2. Text should not be less than 12 point and in a standard font such as Times Roman or Arial to ensure that it can be read easily when projected in a 30-person conference room setting.

## **9.4 Phase I Submissions Accepted Until December 15, 2017 at 5:00 pm (EST)**

## **9.5 Receipt of Phase I Submissions**

Applicants will receive an email acknowledgement that their design submission has been successfully received. If you do not receive an acknowledgement within 5 business days from uploading the files, contact the Commission at [SandyHookPermanentMemorial@gmail.com](mailto:SandyHookPermanentMemorial@gmail.com).

## **9.6 Phase II Presentation Requirements**

Requirements for Phase II presentations will be conveyed to the selected short-listed designers at the time of notification.

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**10 Projected Timeline (subject to change; updates will be posted at [www.SandyHookPermanentMemorial.com](http://www.SandyHookPermanentMemorial.com)).**

The process by which the Memorial will be created is to occur in three phases:

**Phase I: initial design submissions, selection of short list**

- Sept. 22, 2017 – Release of Guidelines for Submitting a Design & Registration forms open to submitting
- Oct. 13, 2017 – Project Narrative and Design Submissions Open for submission
- Sept. - Oct. 2017 – Site walks for all participants (dates published on [SandyHookPermanentMemorial@gmail.com](mailto:SandyHookPermanentMemorial@gmail.com)).
- Dec. 15, 2017 – Phase I Submission process closes (5 PM EST)
- Early January, 2017 – Selection of short list

**Phase II: short list presentations, selection of final Design**

- Mar. 2018 – Phase II: short-list design presentations and final design selection
- Mar. 2018 – Memorial Commission to make recommendation of the selected design to the Newtown Board of Selectmen
- Spring 2018 – Town approval process

**Phase III: finalization of Design, bidding, construction**

- Spring 2018 – Selected design team to finalize the design and prepare construction documents
- Spring 2018 – Construction bidding
- June 2018 – Municipal budget process begins
- Spring 2019 – Begin construction
- Fall 2019 – Complete construction
- Dec 2019 Dedication

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## **11 Fees and Contracts**

A design fee for the scope of work described in this GSD will be established by contract with the Town of Newtown and the selected designer/team and not directly with the Sandy Hook Permanent Memorial Commission. This will include but is not limited to:

- design development, construction documentation, cost estimating, bid documentation, construction oversight;
- costs such as travel, printing, meetings, and other administrative costs.

Separate contracts will subsequently be established between the Town and selected contractors for constructing the project.

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## **Acknowledgements**

The Sandy Hook Permanent Memorial Commission is most grateful to the Board of Trustees of SAC Field in Sandy Hook for their contribution of 5+ acres to the Town of Newtown and the future home of the Sandy Hook Permanent Memorial.

Heartfelt thanks also go to JMC Planning, Engineering, Landscape Architecture & Land Surveying, LLC, for their substantial assistance with the preparation of this document, which includes providing the base map, grading studies, and figures for this document.

Our gratitude also goes to Beth Evans, environmental consultant, who assessed the ponds and overall site conditions and provided valuable recommendations.

Many others have provided invaluable assistance as well, including:

George Benson, Director of Land Use and Planning;  
Fred Hurley, Director of Public Works;  
Lynn Kovak, SHPMC clerk;  
Pat Llodra, First Selectman;  
Amy Mangold, Director of Parks and Recreation;  
Sue Marcinek, Assistant to the First Selectman/SHPMC clerk;  
Carl Samuelson, Assistant Director of Parks and Recreation;  
Rob Sibley, Assistant Director of Land Use and Planning;  
Glenn Davis, R&O Drone Services LLC.

Thank you to the far too many communities around this country and this world who have provided our Commission insights on how their communities have navigated this process. Your conversations and resources have been invaluable.

Many thanks to all of the above, and to any who may have been inadvertently left off this list.



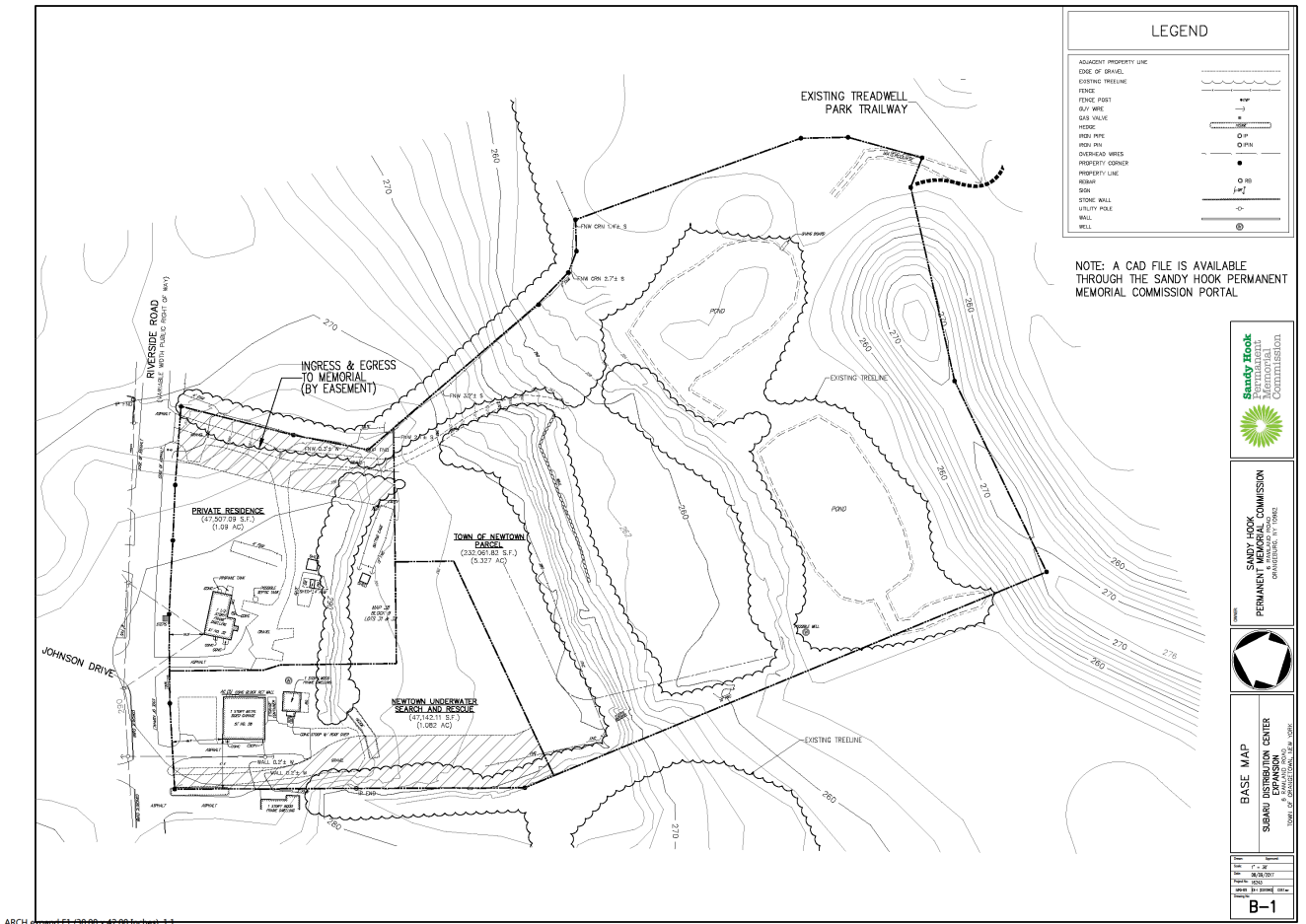
# Appendix A-I

## Community Survey Results – Compiled Between years 2014 - 2016

- Please note that Phase I results have been integrated into the Guidelines for Selecting a Design (GSD) as responses were qualitative.
- Phase IV will be ongoing and the Commission will be open to feedback as this process progresses from families most impacted.

Sandy Hook Permanent Memorial Commission Phase II & III Results / Trends (This data was tabulated between the years of 2014 - 2016)								
DIGITAL SURVEYS								
Phase I / Phase II Groups	Should there be a memorial?	Physical or Abstract?	Outdoor / Indoor or Both	Different Themes to Honor Individual Victims?	Overall Feeling of a Memorial	What type of memorial would you NOT like to see	Certain Elements to be Included	Certain Elements Not to be Included
Sandy Hook Staff 41 Responses Digital Survey	90% Yes 10% No	95% Physical 5% Abstract	74% Outdoor 0% Indoor 26% Both	59% Yes 41% No	Hopeful Reflective Linked to Nature Inspirational Peaceful Serene	Dramatic Sad Heavy	Gardens Running Water Trees Stone	Metal
Sandy Hook Parents 243 Total Responses Digital Survey	95% Yes 5% No	88% Physical 12% Abstract	71% Outdoor 2% Indoor 27% Both	54% Yes 46% No	Hopeful Reflective Solemn Inspirational Peaceful Serene	Dramatic Sad Heavy	Gardens Running Water Trees Stone	Wood Metal Sculpture
	Secluded or High Traffic Area?	Free From Outside Noise	Expansive Views or Inwardly Focused	Separate Destination or Included into town setting	Easily Seen if not intended to go?	Most appropriate location	TRENDS (in order of importance)	
Sandy Hook Staff 41 Total Responses Digital Survey	81% Secluded 19% High Traffic	64% Yes 36% No	Expansive 71% 29% Inwardly	55% Separate 45% Included	42% Yes 58% No	71% Sandy Hook 9% Newtown 20% Gave a specific location	1. Should embrace those lost and honor survivors. 2. A sense of community should be felt 3. Rock of angels was discussed (current memorial rock brought to town - not associated with SHPMC) 4. Concerned about security and maintenance 5. Fairfield Hills was a common location 6. Scholarships should be considered	
Sandy Hook Parents 243 Total Responses Digital Survey	88% Secluded 12% High Traffic	62% Yes 38% No	65% Expansive 35% Inwardly	69% Separate 31% Included	33% Yes 67% No	80% Sandy Hook 8% Newtown 12% Gave a specific location	1. Assure 26 families are involved in decision making 2. Celebrate community in this memorial 3. Should have a single theme 4. Memorial should be tied to nature 6. Fairfield Hills was a common location 7. Consider the winter months when discussing the memorial	
HIGHLIGHTS / TAKEAWAYS						TRENDS (in order of importance)		
Emergency Services SHFD, NPD, EMS, State Police, Dispatchers Written Surveys	1. Priority should be 26 families in this process 2. No political accents that represent mental health or gun control 3. No souvenirs or anything to purchase 4. Memorial should be respectful 5. Safety needs to be considered for this - security of memorial 6. One thematic that should be considered is "Hopes & Dreams"					1. Priority should be 26 families in this process.		
HIGHLIGHTS / TAKEAWAYS								
Open Forums / Public Discussion	1. Families should be considered when discussing project 2. Location needs to come first in this discussion 3. There are groups in the community willing to assist us with funds (outreach has been made) 4. Security / Night time / Winter time need to be considered when discussing the memorial 5. More input will be given from the community once we get into the design and location stage 6. Discuss Fairfield Hills as an option, but do your diligence and look into Sandy Hook/private locations 7. Communicate "love" in the memorial, as that is what has helped define Newtown							

## Appendix A-II



**Base Map of Memorial Site** (a PDF version of this document can be found at <http://www.SandyHookPermanentMemorial.com>, however those interested in obtaining a downloadable AutoCAD version of this map can email [SandyHookPermanentMemorial@gmail.com](mailto:SandyHookPermanentMemorial@gmail.com)).

## Appendix A-III

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*Entrance*



*Opening to Upper Field*



*Upper Field*





*Lower Field*



*East Pond*





*West Pond*



*Overhead Shot – Please note, the upper field, shown on the left, is cut almost in half lengthwise by the new property line. A line and an arrow (not to scale) in the photo shows the approximate property line.*

For more site photographs, please visit <http://www.SandyHookPermanentMemorial.com>



## Appendix A-IV

These 26 Swenson Granite Benches were realized through the generosity of hundreds of people all over the country who donated to a grassroots fund raiser orchestrated by Samuel A. Mihailoff. Each bench has an inscription of the first and last name of a victim. Use of these benches in the design is encouraged but not mandatory.

- The top of each bench is 50" x 12" x 4" thick.
- Letters are 1.75" high, in black Litho font.
- Surface finish is polished; edges are rock face.
- Two different colors of granite: "Autumn Pink" for children, "Woodbury" for adults.
- Letter size is 1.75" and text is black.



*Mock-Up of Bench Setup*



**20 Benches Identifying Children**



*Granite Bases*



**6 Benches Identifying Educators**



### Sandy Hook Permanent Memorial Design Submission Registration Form

*For information purposes only – participants must register with the below information using the online form found at <http://www.SandyHookPermanentMemorial.com>.*

All participating designers must register before their designs will be accepted. Following registration, designers will receive a registration number, which will then be used to identify submission materials. *Please include an email address to which a registration confirmation and number may be sent.* (\* = required).

Registrant First and Last Name\* \_\_\_\_\_  
Company Name \_\_\_\_\_  
Street Address 1\* \_\_\_\_\_  
Street Address 2 \_\_\_\_\_  
City\* \_\_\_\_\_  
State\* \_\_\_\_\_  
Postal Code\* \_\_\_\_\_  
Country\* \_\_\_\_\_  
Phone Number – Mobile\* \_\_\_\_\_  
Phone Number – Office\* \_\_\_\_\_ / if applicable  
Email Address\* \_\_\_\_\_

Additional Design Team Members	Contact Number	Email Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Acknowledgement:** By completing and submitting this form, registrant attests that he/she has read the Guideline for Submitting a Design, including all items referring to submissions, eligibility, and requirements. Registrant agrees to be bound by the requirements as stated and authorizes the Sandy Hook Permanent Memorial Commission to exhibit, publish, reproduce, and archive any or all parts of the submission.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Designer Registration, con't.**

**BIOGRAPHICAL STATEMENT (1 page, 500 words max).**

**Please include educational background and pertinent professional experience.**

*For information purposes only – participants must register with the above Biographical Statement using the online form found at <http://www.SandyHookPermanentMemorial.com>.*



### Useful Information and Resources

Guidelines for Submitting a Design are issued by the Sandy Hook Permanent Memorial Commission and available on our website at <http://www.SandyHookPermanentMemorial.com>.

GSD email address: [SandyHookPermanentMemorial@gmail.com](mailto:SandyHookPermanentMemorial@gmail.com)

Answers to relevant process questions will be posted on the Sandy Hook Permanent Memorial website for all designers to see and will be updated frequently.

GIS maps of Newtown and Sandy Hook:

Historic information: <http://www.maps.newtown-ct.gov>

Newtown Historical Society: <http://www.NewtownHistory.org>

Local Newspaper: The Newtown Bee <http://www.NewtownBee.com>

***Ensuring the integrity of the process is a priority to the Commission. All proposals must go through this format to ensure adequate review. Be patient and flexible as we navigate this process in the most efficient manner possible. Tampering with or deviating from this process will conclude in disqualification.***