

## **City of Lubbock Parks and Recreation Tree Memorial Procedures**

Your consideration in providing a living memorial honoring someone special is greatly appreciated. The process is very simple. The donor purchases the tree from a local nursery. Trees will be planted by Parks staff in a park of your choice that has irrigation. Staff can meet you on site to select a specific location. Letters and certificates are sent to both the donor, to the family of a memorial, or to those being honored. Listed below is expanded information on this process:

### **1. Select a Tree**

Please select a tree from the following species that are suited to our West Texas weather. We are working on expanding this list. If you are interested in a particular type of tree not listed, let us know, and we'll determine its suitability for our parks. To enhance the survivability of your selection, we recommend a single-trunk tree with a minimum 2½-inch caliper.

Bur Oak	Red Oak
Chinquapin Oak	Live Oak
Lacebark Elm	Cedar Elm
Bald Cypress-Limited Area	Globe Willow-Limited Area
Chinese Pistache	

### **2. Purchase Your Tree**

Option 1:

Purchase your tree from a local nursery. Call 775-2685 when this has been completed, and Parks staff will arrange for pickup/delivery of your selection.

Option 2:

Parks and Recreation will purchase the tree and invoice you for the amount. On average, the cost is between \$130 to \$200 per tree, which can vary by the type of tree that is purchased.

### **3. Select a Park**

Work with staff on those parks with irrigation. Set up a time to meet with staff at the selected park to finalize the tree's location so that it is able to receive water from the irrigation system.

### **4. Tree is Planted and Maintained by Parks Staff**

### **5. Letter and Certificates**

A letter is sent to the donor indicating that the tree has been planted. In addition, if the tree honors someone or is a memorial, we will send a letter to the person being honored or to the family in the case of a memorial with a certificate indicating that a tree was planted in their honor. Due to cost and vandalism, we regret that we cannot place a plaque on site by the tree. We will list the donation on the Parks and Recreation website under Tree Memorials. In addition, we will read the names of the donors and those they are honoring from the previous twelve months at our annual Arbor Day Ceremony held on the fourth Friday of April.

**For More Information on Tree Memorials ~ Call (806) 775-2685**