

# Frequently Asked Questions

**1.) When will my brick or plaque be installed on the walkway?**

All orders are submitted for production the first week of every month. The bricks will be placed by the end of the same month orders are submitted. For plaques on benches and light posts, please allow up to 90 days for production and placement. All orders must be approved by the Office of Alumni Relations before they are submitted. Once the brick or plaque has been placed, you will receive an email notification with a map of its location.

**2.) Will I receive any type of confirmation after I place my order?**

Once you place your order, you will be contacted by email with a proof of your purchase. You must respond to this email confirming the proof is correct before your order will be processed.

**3.) Can I pick the location where I want my brick or plaque installed?**

Yes! Depending on space availability, we take requests for brick or plaque locations. When you place your order make a note in the questions/comments section of your requested location or contact our office with your request.

**4.) How will I know where my brick is located on the walkway?**

Once your brick or plaque is installed, you will receive an email with a map of its location.

**5.) Can I have different text than what is offered?**

Special orders will be handled on a case by case basis. When submitting your order, please leave your request in the questions/comments section and someone from the alumni office will contact you.

**6.) Can my donation go to a different scholarship?**

Yes! When you are placing your order write in the questions/comments section and state which scholarship you would like your gift to go to.

For additional questions please email [laura.ray@ttuhsc.edu](mailto:laura.ray@ttuhsc.edu) or call 806-743-3239.