

Starport Memorial Tree Dedication Ceremony Policy

As of April 23, 2025

Typically, the ceremony may be scheduled once the memorial marker is placed at the tree, and you have been contacted by Starport.

To schedule your ceremony, contact the Starport Guest Relations Lead at jsc-starport-reservations@mail.nasa.gov

Memorial tree dedication ceremonies must be scheduled at least two weeks in advance. The following information needs to be provided when scheduling.

- ***For Whom:***
- ***When:***
- ***Times:***
- ***Requested space:***
- ***No. of Attendees:***
- ***Snacks or food served:***
- ***Beer or wine served:***

Whichever pavilion (Live Oak, Bluebonnet, or Tranquility Base) that is closest to the tree may be used free of charge for two-hours in conjunction with a memorial tree dedication ceremony. However, if the closest pavilion is not available, or if it rains, the Discovery Room may be used for one-hour free of charge. Gilruth Center conference rooms are also available at half price for memorial tree dedication ceremonies.

Due to budget cuts and reduced staffing, Starport is unable to provide support services (e.g., tents, chairs, tables, PA system, stage, mulch, or shovels, etc.) for site ceremonies.

*Please note **memorial trees and markers may NOT be decorated** (i.e., fabric flowers, vases – glass or otherwise, trinkets, wreaths, wind chimes, ornaments, signs, bird houses, ribbons, etc.).*

Fresh cut flowers may be placed at the tree – please be sure to remove any packaging: paper or cellophane, plastic materials, and rubber bands.