

THIS IS A HARRIS COUNTY HISTORICAL  
COMMISSION TUTORIAL

THIS TUTORIAL AIDS IN  
THE CREATION OF A NARRATIVE






**SPONSORS**  
BEFORE YOU BEGIN PLEASE  
CONTACT HCHC  
TO ENSURE YOUR PROPOSED MARKER IS  
APPROPRIATE.




# THE MISSION STATEMENT



The Harris County Historical Commission's (HCHC) provides a unified and effective voice to preserve, protect, and promote Harris County history and historical locations, and initiate and conduct programs suggested by Harris County Commissioners Court.

HCHC  
Reviews and  
processes  
applications  
for Texas  
Historical  
Commission



**SUBJECT  
MARKERS and  
DESIGNATIONS**

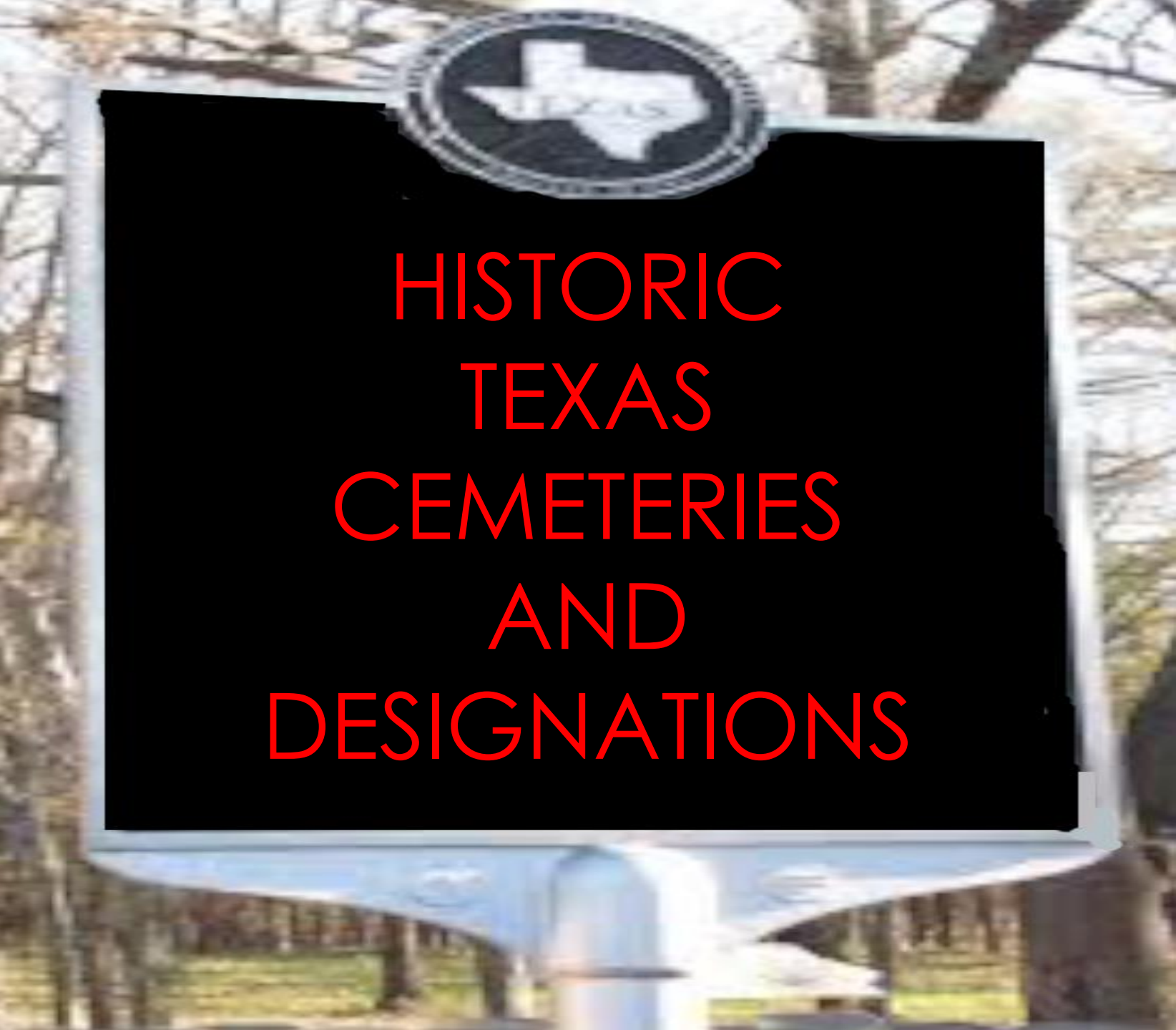


HCHC  
Reviews and  
processes  
applications  
for Texas  
Historical  
Commission



**RECORDED  
TEXAS  
HISTORIC  
LANDMARKS  
AND  
DESIGNATIONS**

HCHC  
Reviews and  
processes  
applications  
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Historical  
Commission

A photograph of a large, rectangular sign for 'Historic Texas Cemeteries and Designations'. The sign has a black background with the title in red, bold, sans-serif capital letters. At the top center of the sign is a circular emblem containing a white map of Texas. The sign is mounted on a stone wall. In the background, there are trees and a building with a white dome.

**HISTORIC  
TEXAS  
CEMETERIES  
AND  
DESIGNATIONS**



AS THE  
SPONSOR OF  
A **NEW** TEXAS  
HISTORICAL  
MARKER YOU  
MUST



GATHER INFORMATION NECESSARY TO COMPLETE  
THE NARRATIVE AND THE APPLICATION

- WHAT IS THE PROPOSED MARKER TOPIC
- WHAT COUNTY IS MARKER TO BE LOCATED
- WHAT IS THE NEAREST TOWN IN SAME COUNTY
- WHAT IS THE STREET ADDRESS OF MARKER SITE
- WHAT ARE THE MARKER COORDINATES
- WILL THE MARKER BE PLACED AT THE ACTUAL SITE

THE ABOVE INFORMATION IS NEEDED FOR THE  
APPLICATION AND NARRATIVE

DO  
I  
HAVE  
TO  
WRITE?







NOW PAY  
ATTENTION



\* Narrative history and documentation  
must be typed in Microsoft Word



NOW PAY  
ATTENTION

\* Font style is Times Roman 12 point





NOW PAY  
ATTENTION



\* Typed in a double-spaced format



NOW PAY  
ATTENTION

- \* Reference notes— either footnotes, endnotes or parenthetical citations.

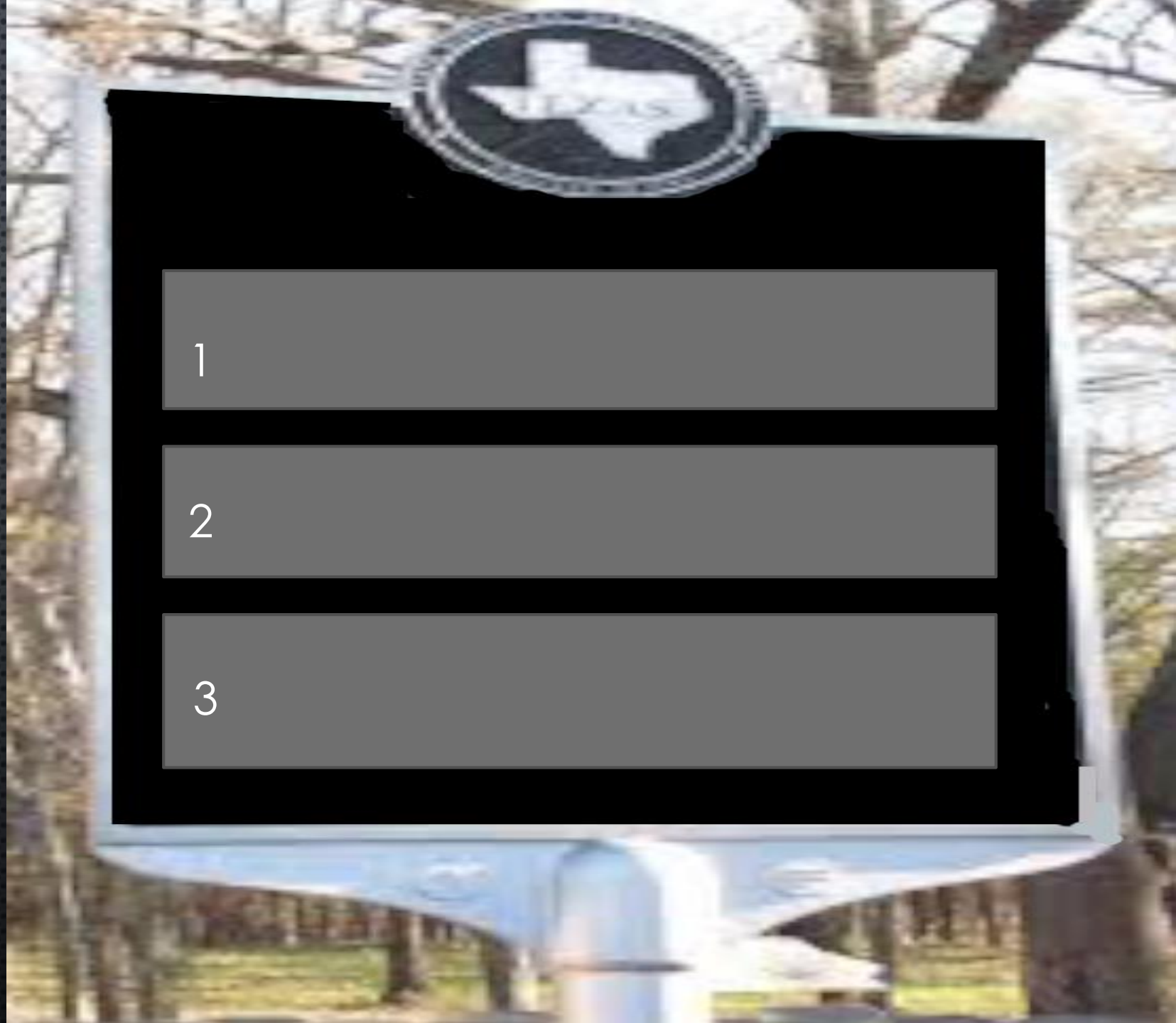




NOW PAY  
ATTENTION

- \* Format—separate sections on **context, overview and significance**

THE  
FORMAT  
HAS  
THREE  
SECTIONS





# SECTION ONE THE CONTEXT



EVEN THOUGH THIS SECTION IS CALLED THE CONTEXT,  
THINK OF SECTION ONE AS THE EXPOSITION

AS THE SPONSOR WRITING THE NARRATIVE, YOU  
MUST FIRST SET THE SCENE OF THE NARRATIVE. IN  
THIS SECTION YOU PROVIDE THE BACKGROUND  
AND HISTORY THE MARKER WILL HONOR.

# SECTION ONE THE CONTEXT




THE CONTEXT IS SECTION ONE

THE MARKER MUST MEET THE CRITERIA OF BEING AT LEAST 50 YEARS OLD. IN SECTION ONE YOU SHOULD INDICATE HOW THE EVENT AFFECTED COMMUNITY, THE REGION, SCHOOLS, AND BUSINESSES OR EVEN CULTURE. REMEMBER THAT THE BURDEN OF PROOF IS FOUND IN THE DOCUMENTATION YOU PROVIDE WHETHER IT IS PRIMARY OR SECONDARY CITATIONS.



# SECTION TWO OVERVIEW



THINK OF SECTION TWO AS THE COMPLETE STORY OF THE EVENT YOU ARE PROPOSING FOR A HISTORICAL MARKER.

TELL THE FULL AND COMPLETE STORY OF ALL THE CHARACTERS INVOLVED IN THIS EVENT. IN MOST CASES YOU WILL TELL THE STORY OF HUMANS, BUT IN SOME CASES THE EVENT MIGHT INVOLVE OTHER SOCIAL, CULTURAL ACTIONS, AND OR A PLANT, A LAKE, OR A TREE. EVEN THOUGH THOSE ITEMS ARE STAND ALONE EVENTS WITHOUT HUMAN INVOLVEMENT THEY HAVE NOT HARMED OR HELPED ANYONE. AGAIN, DOCUMENTATION BECOMES AS IMPORTANT AS THE EVENT ITSELF.

# SECTION THREE SIGNIFICANCE



SECTION THREE BECOMES THE SIGNIFICANCE OF  
THE EVENT.

IN ONE RESPECT, SECTION THREE ONLY DEALS WITH  
THE SIGNIFICANCE OF THE THE EVENT THAT YOU  
HAVE TOLD THE FULL STORY ABOUT IN THE  
OVERVIEW. A TOPIC IS CONSIDERED TO HAVE  
HISTORICAL SIGNIFICANCE IF IT INFLUENCED,  
AFFECTED OR IMPACTED THE COURSE OF HISTORY  
OR CULTURAL DEVELOPMENT; AGE ALONE DOES  
NOT DETERMINE SIGNIFICANCE.



# SECTION THREE SIGNIFICANCE



SECTION THREE BECOMES THE SIGNIFICANCE OF  
THE EVENT.

IN SOME RESPECTS THE SIGNIFICANCE SECTION  
DEMANDS THE GREATEST ATTENTION BECAUSE  
MUCH OF THE INFORMATION IN THIS SECTION MAY  
END UP BEING PLACED ON THE MARKER  
INSCRIPTION. BE PRECISE. DOCUMENTATION IS  
VERY IMPORTANT AND BE CONCLUSIIVE.

# SECTION THREE SIGNIFICANCE




SECTION THREE BECOMES THE SIGNIFICANCE OF  
THE EVENT.

IN THIS SECTION STATE WHAT YOU WANT TO SEE ON  
THE MARKER. IF YOU DO NOT WANT IT ON THE  
MARKER DON'T MENTION IT HERE.



LET  
US  
REVIEW



THERE  
ARE  
THREE  
SECTIONS

THE  
SECTIONS  
IN A  
MARKER  
NARRATIVE  
ARE



CONTEXT

OVERVIEW

SIGNIFICANCE




THE  
CONTEXT  
IN  
THE  
NARRATIVE



PROVIDES  
THE  
BACKGROUND

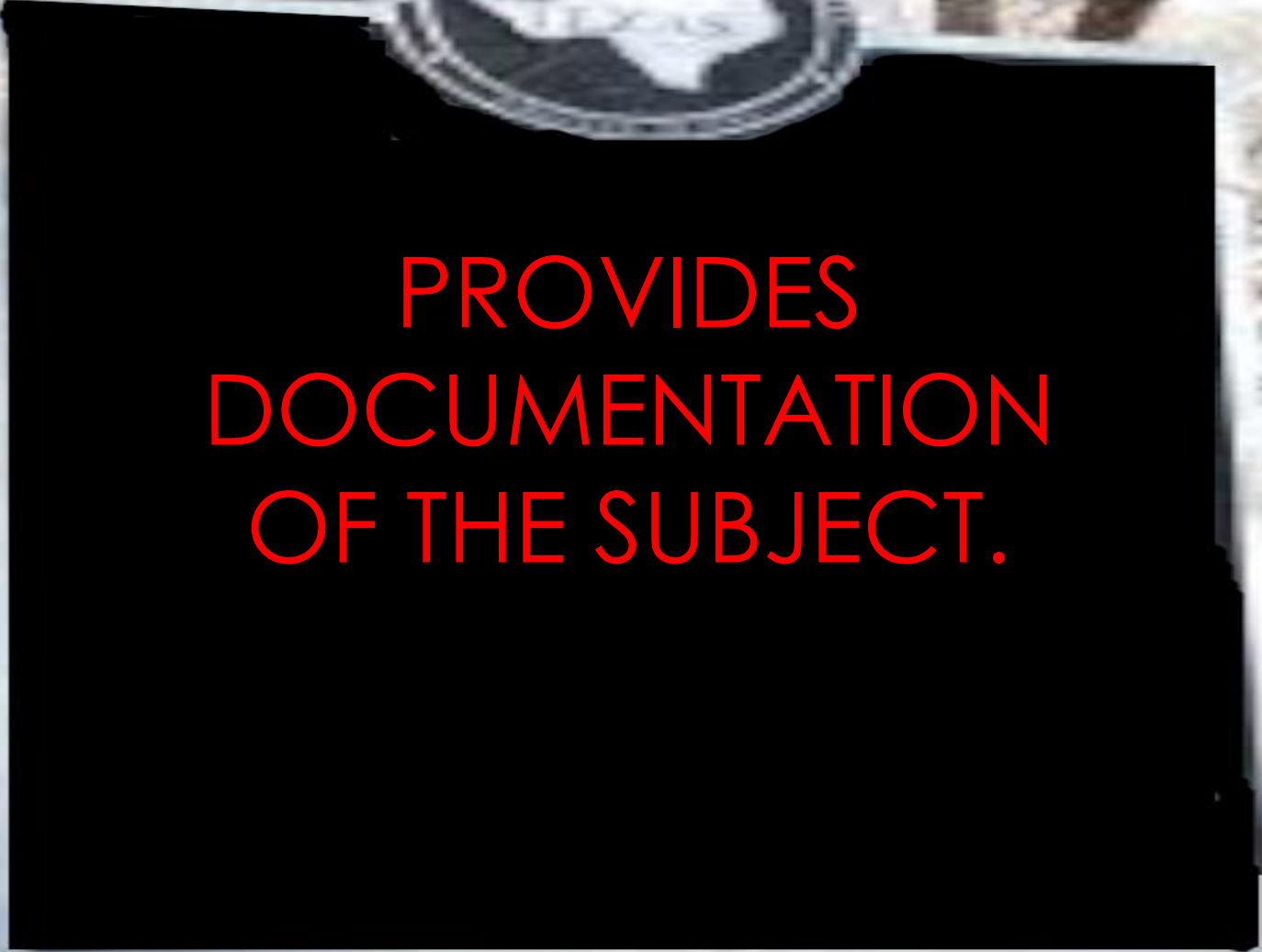
THE  
CONTEXT  
IN  
THE  
NARRATIVE



POINTS IN  
THE DIRECTION  
THE EVENT  
BEGAN AND THE  
DIRECTION IT IS GOING




THE  
CONTEXT  
IN  
THE  
NARRATIVE



PROVIDES  
DOCUMENTATION  
OF THE SUBJECT.


THE  
SECOND  
SECTION  
IS THE  
OVERVIEW



THE OVERVIEW TELLS  
THE FULL STORY ABOUT  
THE SUBJECT AND  
ALSO PROVIDES  
DOCUMENTATION



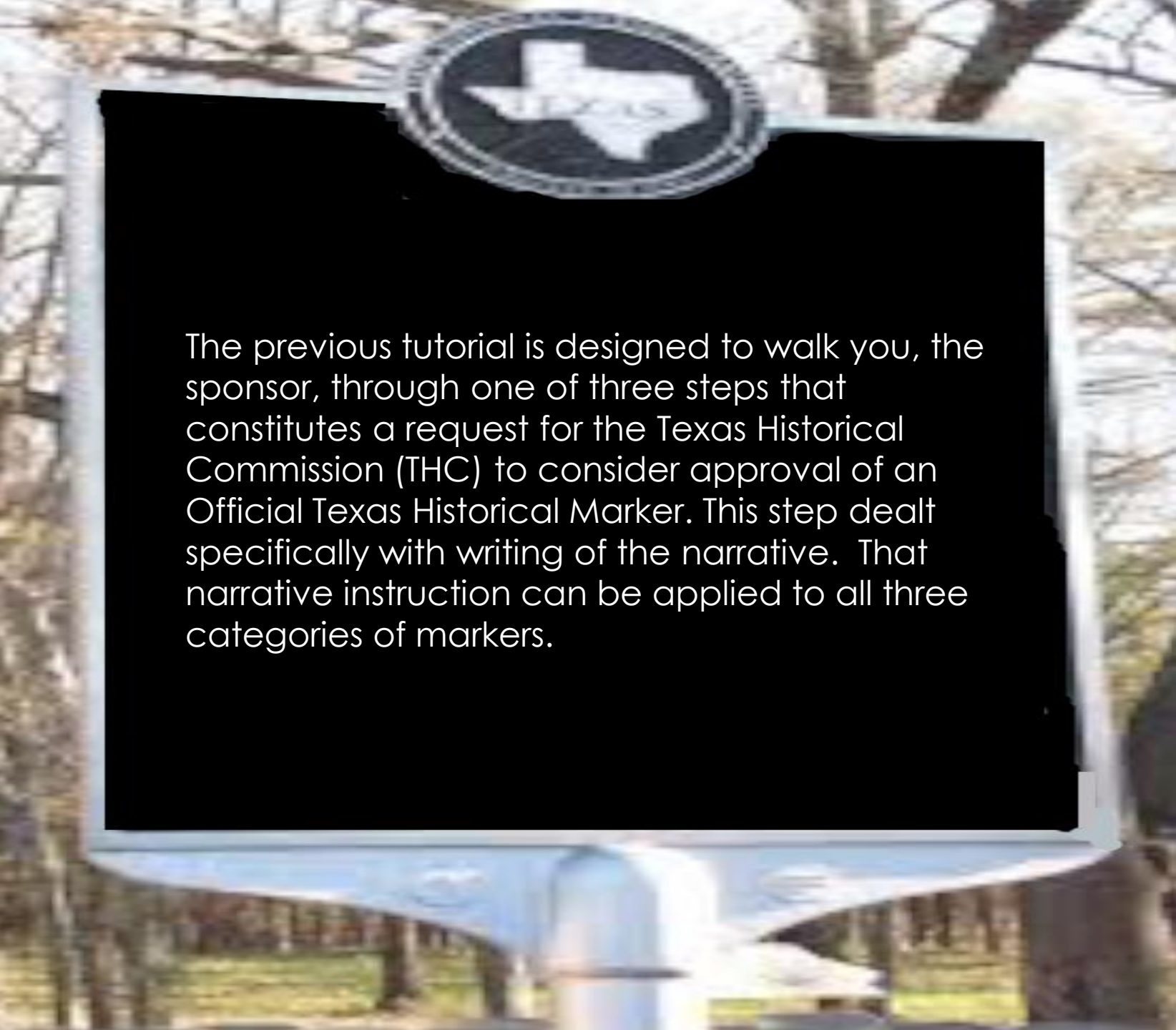
THE  
THIRD  
SECTION  
IS THE  
SIGNIFICANCE



THE SIGNIFICANCE TELLS  
HOW THE SUBJECT  
INFLUENCED, AFFECTED OR  
IMPACTED THE COURSE OF  
HISTORY OR CULTURAL  
DEVELOPMENT.

THIS TUTORIAL IS  
COMPLETE.


THIS IS THE FIRST STEP IS THE  
COMPLETION THE  
NARRATIVE. THE  
NARRATIVE MUST NOW BE  
FORWARDED ALONG  
WITH THE APPLICATION TO  
HARRIS COUNTY  
HISTORICAL COMMISSION.

A photograph of a Texas Historical Marker sign. The sign is a large, rectangular, light-colored metal plate with a circular emblem at the top center. The emblem features a white outline of the state of Texas on a dark background. The sign is mounted on a post and is set against a background of trees and a building. The sign is partially obscured by a large black rectangular area that contains white text.

The previous tutorial is designed to walk you, the sponsor, through one of three steps that constitutes a request for the Texas Historical Commission (THC) to consider approval of an Official Texas Historical Marker. This step dealt specifically with writing of the narrative. That narrative instruction can be applied to all three categories of markers.



PLEASE READ THE  
ADDITIONAL  
INSTRUCTIONS AND  
INFORMATION FOUND  
ON THIS WEBSITE  
NECESSARY TO  
COMPLETE THE  
MARKER REQUEST.



Filing of the application for sponsorship is for the purpose of providing basic information to be used in the evaluation process. The final determination of eligibility and approval for a state marker will be made by the THC.