WISCONSIN HISTORICAL SOCIETY

Preservation Information

State Historic Preservation Office

NATIONAL REGISTER NOMINATION PREPARATION

GENERAL INFORMATION ON NOMINATION PREPARERS

The names on the attached list are provided as an accommodation. Neither the Wisconsin Historical Society nor the State Historic Preservation Office explicitly recommend any of the consultants on this list. We cannot guarantee that the consultants on this list will produce a satisfactory nomination in a given case. This list is not comprehensive. There may be other consultants, not included in this list, who can prepare complete and adequate National Register nominations.

Any consultant you hire must understand that by submitting a nomination packet to the State Historic Preservation Office (SHPO) the consultant acknowledges that the SHPO shall have the final edit on all State and National Register materials. SHPO shall have the final authority to reproduce, alter, modify, publish, and display all nomination content as necessary in the opinion of SHPO, to conform to and comply with the requirements and standards of the WHS and the National Park Service.

This list is comprised of consultants who have independently prepared at least one complete National Register nomination that has been approved by the State Historic Preservation Review Board during the past five years (since December 2021). Consultants who have prepared nominations in other states during this period may be placed on the list if the Division approves materials submitted for this purpose. Additionally, the consultant or firm has attended SHPO consultant's training at least once in the past two years.

Individuals or groups hiring National Register nomination preparers should seek estimates from at least two preparers. Before retaining a preparer, the sponsor of a nomination should enter into a comprehensive contract with the preparer that details the expected work product and performance standards. A sample of such a contract is also attached. See our web site for additional information at **www.wisconsinhistory.org**

LIST OF NATIONAL REGISTER NOMINATION PREPARERS 2025

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ELEMENTS THAT SHOULD BE CONSIDERED PRIOR TO SELECTING A

NATIONAL REGISTER NOMINATION PREPARER

Has the consultant prepared successful nominations and has personally presented them to the State Historic Preservation Review Board (i.e., nominations that were subsequently listed in the National Register)?

Is the consultant aware that WHS promulgates supplementary guidelines in addition to the guidelines specified in the federal publication How to Complete National Register Forms?

Is the consultant willing to sign a contract that addresses the products of the nomination package, the guidelines that must be followed, a schedule for completion, additional research that may be necessary after the review board has acted upon the nomination, fees, and the depository of nomination products?

Before entering into a contract with a nomination preparer, we recommend that you:

- Discuss the nomination with at least two nomination preparers
- Ask to see copies of successful nominations that the preparer has completed
- Establish the fee

Sponsors of the nomination should be aware that nominations cannot be scheduled for a meeting of the State Historic Preservation Review Board until the State Historic Preservation office receives a complete nomination package.

The following items must be submitted:

1. One electronic copy *and* one paper copy of the National Register 10-900 nomination form. A copy of the form may be found at: http://wihist.org/NR-Form

2. One electronic copy *and* one paper copy of a 200-300 word summary of the importance of the property.

3. An USGS quadrangle map for each nomination and prepared in the standard method required for National Register nominations.

4. One commercially printed set of digitally produced images and associated disk. Digital images must be produced and the disk and prints must comply with best practices guidelines set forth by the National Park Service in the National Register Photographic Imaging Policy: https://www.nps.gov/subjects/nationalregister/upload/Photo_Policy_update_2013_05_15_508.pdf. Prints must be 5" x 7" or 4" x 6". Photos should be labeled on back with a pencil. (A soft 5B pencil works well.)

5. A PowerPoint presentation for the Review Board meeting. The presentation should be compressed and submitted on a CD with the nomination packet.

6. Individual image files from the nomination and the PowerPoint for upload to the Architecture and History Inventory (AHI) record. Image files should be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7 MB. The individual image files should be labeled with the AHI number and descriptive detail (if necessary).

7. Attachments, exhibits, figures, floor plans, and site plans, as necessary. All must be labeled with full property/site name and location. All maps and plans should also contain a scale and a North arrow.

8. A site map with a photo key for all historic districts and for properties with multiple resources.

If you have questions about the preparation of a National Register Nomination or the selection of a nomination preparer, you may call the **SHPO at (608) 264-6502.**

SAMPLE

NATIONAL REGISTER NOMINATION CONTRACT FOR ARCHITECTURAL AND HISTORICAL PROPERTIES

This is a contract between _____, who wishes to have prepared a complete nomination to the National Register of Historic Places (hereinafter the Sponsor), and _____, a preparer of National Register nomination (hereinafter the Consultant), to cause the preparation of a packet of materials in accordance with the standards of the National Park Service and the Wisconsin Historical Society (hereinafter the Standards), said packet to enable the Review of the nomination of the _____property by the Wisconsin Historic Preservation Review Board (hereinafter the Board) and, in turn, the National Register in Washington, D.C.

The consultant agrees to prepare the following materials in accordance with the Standards and with respect to the subject property, and to submit them to the Sponsor:

1. A complete National Register of Historic Places Nomination-Registration Form (10-900).

2. Digital images produced with a digital SLR camera. Disks and prints must comply with best practices guidelines set forth by the National Park Service in the National Register Photographic Imaging Policy: http://www.nps.gov/history/nr/publications/bulletins/photopolicy/index.htm. Onr commercially printed set of digitally produced images; prints must be 5" x 7" or 4" x 6" and labeled with pencil on the back.

3. A PowerPoint presentation on disk with images fully illustrating the exterior and interior of the property, the grounds, and any associated outbuildings as well as a disk with JPG images for the AHI.

4. One USGS quadrangle map with property/site label, location of the subject property indicated, along with properly computed U.T.M. coordinates for the property.

5. Sketch maps or any other items that may be required because of the unusual nature of the property or type of nomination.

6. A site plan with a photo key for all historic districts and for properties having multiple resources.

7. A computer disk with the nomination and the 200-300 word summary on the importance of the property.

The Consultant agrees to submit the nomination materials to the Sponsor on or before _____, 20___. The Consultant agrees to make any corrections, changes, or additions to the materials submitted at the request of State Historic Preservation Office (SHPO), the Board or the National Park Service and agrees to attend the Board meeting at which the nomination will be considered. The Consultant warrants that all aspects of the nominations packet will be prepared in accordance with the Standards. The Consultant agrees SHPO is and will be the sole and exclusive owner of all right, title, and interest in and to the results and product of the Services including any materials ("Material") created or developed by the Recipient pursuant to this Agreement (collectively the "Works"), including all copyrights and other intellectual property rights therein, in perpetuity throughout the universe. In furtherance of the foregoing, Recipient agrees that the Works are works made for hire for SHPO as defined in Section 101 of the Copyright Act of 1976. To the extent any Work does not qualify as work made for hire, the Recipient hereby irrevocably: (1) assigns, transfers, and otherwise conveys to SHPO all right, title, and interest in and to such Works throughout the universe, including all copyrights and other intellectual property rights therein, including all registration, renewal, and reversion rights, and to register and sue to enforce such copyrights against infringers; and (2) waives any and all claims the Recipient may now or hereafter have in any jurisdiction to so-called "moral rights" or rights of droit moral with respect to such works. By submitting a nomination packet to the SHPO the consultant acknowledges that the SHPO shall have the final edit on all State and National Register materials. SHPO shall have the final authority to reproduce, alter, modify, publish, and display all nomination content as necessary in the opinion of SHPO to conform to and comply with the requirements and standards of the Wisconsin Historical Society and the National Park Service.

*The Sponsor agrees to pay the consultant the sum of $_____for the work according to this schedule:
$_____ to be paid upon signature of this contract
$_____ to be paid upon submission of the materials
$_____ to be paid upon final action by the National Park Service whether or not said action is positive respecting the nomination.

SIGNATURES:

_____	_____
Sponsor of the nomination	Consulting nomination preparer
_____	_____
Date	Date

*NOTE: The Sponsor and Consultant may prefer to agree on a different system and schedule of payment.