



## OFFICE OF THE MAYOR AND CITY COUNCIL Guidelines for Ceremonial Items

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- I. All requests must be local. In the City of Dallas limits. Ceremonial items will not be issued for event held outside the City of Dallas. *(NO EXCEPTIONS)*
- II. Requestor must submit request form and written draft at least two-three weeks prior to the date the ceremonial item is needed. *(NO EXCEPTIONS)*
- III. Proclamations will not be issued to individuals alive or deceased; weddings; wedding anniversaries; church anniversaries; businesses anniversaries; high school reunions; family reunions; retirements; business openings; or any anniversary; commercial or political promotion. *(NO EXCEPTIONS)*
- IV. Special Recognitions will not be issued for weddings; wedding anniversaries; church anniversaries; opening of businesses or their anniversary; family reunion; high school reunions; commercial or political promotion. Annual recognitions will not be issued. *(NO EXCEPTIONS)*
- V. Welcome Letters will be issued for conferences, conventions, and seminars.
- VI. Birthday Letters will only be issued to Dallas residents turning 80 years and above. *(NO EXCEPTIONS)*
- VII. We NO longer will grant annual recognitions or letters; rather we honor anniversaries such as 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, etc. *(NO EXCEPTIONS)*
- VIII. The City of Dallas Mayor's Office retains the rights to edit all proclamation/special recognition text to reflect the city's vision, mission and goals.
- IX. Final approval and exceptions for all proclamations/special recognitions must have the Mayor's approval before being issued or presented at the Dallas City Council meeting.
- X. The City of Dallas Mayor's Office reserves the right to decline any proclamation/special recognition/letter request without further details.

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