



OFFICE OF THE MAYOR AND CITY COUNCIL Policy & Procedure for Ceremonial Items

Policy

(NO EXCEPTIONS)

The City of Dallas-Office of the Mayor will issue ceremonial items at no charge to citizens. All requests must be local and within the City of Dallas limits. Ceremonial items will not be issued for events held outside the City of Dallas or issued to non-residents.

Groups or citizens seeking ceremonial items annually **must provide new** information. Requesting previously issued ceremonial items with only date changes will not be issued a new ceremonial item.

Proclamations **will not** be issued for commercial purposes, such as the opening of a new business, a new service, a new product or a new professional service. This also included business anniversaries that are less than 100 years. We NO longer grant annual recognitions or letters; rather we honor significant anniversaries such as 5th, 10th, 25th, etc.

Proclamations **will not** be issued for 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.

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.

Welcome Letters will be issued for conferences, conventions, and seminars.

Birthday Letters will only be issued to Dallas residents turning 80 years and above.

Procedure

A request for a ceremonial item must be made in writing and include a written draft to the Office of the Mayor at least 2-3 weeks prior to the date the item is needed. Each request must be accompanied by name and telephone number of a person who can answer additional questions.

The City of Dallas-Office of the Mayor retains the rights to edit and revise all ceremonial items to reflect the city's vision, mission and goals.

Receiving a ceremonial item does not guarantee the Mayor's attendance at an event nor does it guarantee that the ceremonial item will be presented at a Dallas City Council meeting. Any ceremonial item to be presented to a city board, commission, city council or department must be approved and scheduled in advance.

The Office of the Mayor will make the final decision on whether a ceremonial item is issued and reserves the right to decline any ceremonial item without further details.

All proclamations must be picked up at Dallas City Hall-Office of the Mayor unless prior arrangements have been made.

**OFFICE OF THE MAYOR
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