



## 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 events held outside the City of Dallas limits. **(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. Special Recognitions will not be issued for wedding, wedding anniversaries, opening of businesses or their anniversary; family reunion; high school reunions; commercial or political promotion. Annual recognitions will not be issued. **(NO EXCEPTIONS)**
- IV. Welcome Letters will be issued for conferences, conventions, and seminars.
- V. Birthday Letters will only be issued to Dallas residents turning 80 years old and above. **(NO EXCEPTIONS)**
- VI. 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)**
- VII. The City of Dallas Mayor and City Council Office retains the right to edit all special recognition text to reflect the city's vision, mission and goals.
- VIII. Final approval and exceptions for all special recognitions MUST have Council approval before being issued or presented at the Dallas City Council meeting.
- IX. The City of Dallas Mayor and City Council Office reserves the right to decline any special recognition/letter request without further details.

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