



OFFICE OF THE MAYOR Policy & Procedure for Ceremonial Documents

Policy

(NO EXCEPTIONS)

- The City of Dallas-Office of the Mayor will issue ceremonial documents at no charge to residents. All requests must be submitted **30 days** before your deadline via our [online](#) form.
- All requests must be of a local nature and held within the City of Dallas limits.
- Ceremonial documents will **not** be issued for or to any of the following:
 - Events held outside the City of Dallas or non-residents
 - Organizations with no locally-based chapters or direct relationship with the City of Dallas
 - Advertisements or commercial promotions
 - Matters of political, ideological, or religious controversy
 - Campaigns or events contrary to city policies
- If you are requesting a proclamation or a special recognition, you must provide a written draft at the time the request is submitted. Ceremonial documents requested annually must provide new information (i.e. theme, statistics, and impact).
- The Office of the Mayor retains the right to edit and revise all ceremonial documents to reflect the city's vision, mission, and goals.
- The Office of the Mayor will make the final decision on whether a ceremonial document is issued and reserves the right to decline any ceremonial document without further details.
- Receiving a ceremonial document does **not** mean the Mayor will attend your event or present the document at a Dallas City Council meeting.

Procedure

- Determine which type of ceremonial document is adequate for your request.
- Fill out the [Ceremonial Letters Online Form](#) **30 days** before your deadline.
- All ceremonial documents will be shared electronically. Printed documents can be picked up at Dallas City Hall.



OFFICE OF THE MAYOR Types of Ceremonial Documents

All requests must be local and within the City of Dallas limits. Ceremonial documents will **not** be issued for events held outside the City of Dallas or issued to non-residents.

Proclamations may be requested for the following occasions:

- Civic, cultural, and historical celebrations
- Centurion birthdays (100+ years)
- Centurion anniversaries of major institutions, companies, and houses of worship (100+ years and every 5 years after)

Special Recognitions may be requested for the following occasions:

- Professional celebrations and events
- Significant birthdays (80+ years)
- Organizations and individuals who have made a significant contribution to the City and residents of Dallas
- Significant business, community organization, or church anniversaries (25+ years and every 5 years after)
- Retirements

Welcome Letters may be requested for the following occasions:

- Conferences
- Conventions
- Recreational or sporting events
- Family Reunions
- Class Reunions

Congratulatory Letters may be requested for the following occasions:

- Grand Openings (non-business or commercial purposes)
- Graduation
- Special accomplishments/achievements
- Eagle Scout award
- Girl Scout award
- Significant wedding anniversaries