

## CEREMONIAL RECOGNITION DOCUMENT REQUEST OF THE MAYOR'S OFFICE

Ceremonial recognition documents may be requested for city of Stockton residents, events, community service organizations, and achievements. For consideration, email a copy of the completed request form and proposed language that may be included in the document (as outlined below) to [nadeja.steager@stocktonca.gov](mailto:nadeja.steager@stocktonca.gov) 30 days prior to date needed. Requests may be modified, edited, amended, or denied.

### HONOREE

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Local Person/Local organization to be honored: \_\_\_\_\_

Reason/event: \_\_\_\_\_

Date needed: \_\_\_\_\_

### REQUESTOR

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Person submitting request: \_\_\_\_\_

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

### CEREMONIAL RECOGNITION DOCUMENT DETAILS

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Guidelines for ceremonial recognition documents are below. In addition to guidelines, requests made by City Council Members are also considered. Please select document type you are requesting:

- Proclamation. This is a ceremonial document issued by the City Council to commemorate a specific time (day, week, or month) for the purpose of raising awareness about local efforts. This excludes promotion of polices unless they are consistent with Council priorities and policies.
- Commendation. This is a ceremonial document that generally commends a local person, business, or organization for service to the community for a particular accomplishment.
- Certificate of Recognition. This is provided to a local individual, business, or organization to recognize outstanding achievements.

Please provide appropriate local history on the person/organization to be honored:

\_\_\_\_\_

Has your organization made this request to other members of the City Council? If so, who? \_\_\_\_\_

Has the City presented the recipient a similar document before? If yes, when? \_\_\_\_\_

Please attach proposed language that may be included in the document. Language should include at least 5-8 significant facts that focus on the local event, organization, or person. While it may not be possible to include every fact, it is helpful to have as much information as possible.

### RECEIVING CEREMONIAL RECOGNITION DOCUMENT

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Please indicate your preference for receiving requested ceremonial recognition document:

- Held at City Hall for the requester to pick up on \_\_\_\_\_.
- Presented at City Council Meeting on \_\_\_\_\_ (See [City Schedule](#).)
- Presented at Event on \_\_\_\_\_

Above preference is not a guarantee. For those requesting attendance of Mayor or staff to present the ceremonial document at an event, please work with Mayor's scheduling staff to request attendance.