

REQUEST FOR CEREMONIAL DOCUMENTS from

Mayor Robin R. Christiansen

City of Dover, Delaware

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM

- All requests go through an internal review and approval process
- Email the request, AT LEAST 10 DAYS BEFORE THE DOCUMENT IS NEEDED to:
mayorsoffice@doverde.gov
- Only 1 contact person per request
- Contact the Mayor's Office with any questions (302-736-7004)

PLEASE PRINT CLEARLY!

Contact Person

Contact Phone Number

Person/Organization Being Recognized

Event/Occasion

Does the person reside or is the organization located within the City of Dover ☐ **Yes** ☐ **No**

Will the event/occasion be held in the City of Dover? ☐ **Yes** ☐ **No**

Today's Date

Date of the Event/Occasion

Highlights of the Person/Occasion Being Recognized (a biographical summary of his/her involvement in the community, or a brief description of the organization and how it impacts the community is required. Please attach additional information if more space is needed).

Choose one of the following which you are requesting

- ☐ **Proclamation:** Officially recognizing or declaring a special day, week, month, cause or significant community event
- ☐ **Certificate of Recognition:** Honoring an individual or organization for noteworthy service, accomplishment(s), milestones or contributions
- ☐ **Certificate of Appreciation:** Thanking someone for their service, assistance, dedication, volunteerism or support
- ☐ **Certificate of Congratulations:** Celebrating a specific accomplishment, achievement, anniversary, birthday, opening, graduation or other happy milestone

Please select one of the options listed below for receipt of the ceremonial document

- ☐ Schedule for presentation
- ☐ Call for contact listed above to pickup
- ☐ Mail to the following address and to whom's attention