



REQUEST FOR CEREMONIAL DOCUMENT

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM

- All requests go through an internal review and approval process.
- Submitting a draft and/or background for the document requested will expedite the process.
- Email, fax or mail the request **AT LEAST THIRTY(30) DAYS PRIOR TO THE EVENT to:**

City of Brentwood
Attn: Mayor
c/o City Clerk Department
150 City Park Way
Brentwood, CA 94513

webcityclerk@brentwoodca.gov

Fax Number: 925-516-5441

Note: ***After faxing, call 925-516-5440 to confirm receipt***

- One contact person per request
- Documents will remain available for pick-up with the City Clerk for thirty (30) days after the event date. After thirty (30) days the document will be destroyed.
- Submission of a request does not guarantee the issuance of a ceremonial document.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Person _____ **Telephone Number** _____

Email Address _____

Person/Organization Recognized _____

Event/Occasion _____

Does the person reside or is the organization located in Brentwood? _____

Will the event or occasion be held in Brentwood? _____

Today's Date _____ **Date of Event/Occasion** _____

Highlights of Person/Organization Recognized (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet or a separate attachment if you need additional space)

Please select one of the options listed below:

_____ **When my ceremonial document is completed, please mail it to the following:**

Name: _____

OR

_____ **When my ceremonial document is Completed, please call for pick-up:**

Address: _____

Name: _____

Telephone #: _____

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PURPOSE

The purpose of this policy is to establish guidelines for the issuance of ceremonial documents including proclamations and certificates of appreciation/recognition.

POLICY

A. Requests for Recognition Criteria:

The City of Brentwood will consider a request for a proclamation or certificate of appreciation/recognition from any group or individual, as long as the request has some type of local relevance and/or promotes activities taking place in the City of Brentwood. All requests are subject to approval by and prepared on behalf of the Mayor or the Mayor's designee. The general criteria for the issuance of these types of recognition are:

1. Issues with widespread community interest or concern, with a primary emphasis on requests that are in support of City Council goals and objectives;
2. Recognition of a local, civic organization, group or individual achieving outstanding or significant accomplishments
3. Acknowledgment of significant events or celebrations.

B. Ceremonial Documents:

1. **Certificates**

Certificates of Appreciation/Recognition may be issued for the following (not an exhaustive list):

- Heroism
- Eagle Scout achievement
- School or sports groups achievements
- Non-profit corporations
- Retirements
- Individuals or groups who have made significant contributions to the community

Information required: A summary of the achievement or an overview of the years of service or specific contribution to the community.

2. **Proclamations**

Proclamations may be issued for the following (not an exhaustive list):

- Civic celebrations
- Organizations contributing to the economic development of the City
- Issues with widespread community interest with a primary emphasis on requests in support of City Council's goals and objectives
- Significant community based events
- Significant anniversaries of City of Brentwood based institutions, corporations, community partners, and non-profit organizations
- Fundraisers benefiting the citizens of Brentwood

Information required: A brief history of the organization or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times.

COUNCIL/ADMINISTRATIVE POLICY

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C. Receiving Requests:

To start the ceremonial document process an individual or organization must first submit a written request. Written requests should be sent to the attention of the Mayor on the standard application. Requests received will be administered by the City Manager's Office and the City Clerk Division and approved by the Mayor.

All requests must be received at least thirty (30) business days prior to the event to the address listed on the Request for Ceremonial Documents Form.

All requests will go through an internal review and approval process. The Mayor and the City Manager's Office reserves the right to determine the appropriateness and the type of document to be issued based on the information provided by the requesting individual and/or organization. Submission of a request, does not guarantee the issuance of a ceremonial document.

All requests must include the name and daytime phone number of the contact person.

Submitting a draft with your request of the document desired will expedite the process considerably.

Please specify whether the document should be mailed, held for pick-up, or presented at a special event or City Council meeting. Documents will be presented at special events pending the availability of the Mayor, his/her designee or other city officials to honor such requests. Presentation at a specific City Council meeting must be approved in advance by the City Manager or his/her designee.

Only one ceremonial document will be issued per event.

D. Other Types of Presentations: The City will also, on occasion, issue other types of formal recognition, including plaques at special events, or a Key to the City as determined by the issuing official. The City Manager's Office will be responsible for the coordination of these events.