

Ceremonial Document Request

The Mayor and City Council are always pleased to recognize the accomplishments, contributions, and milestones of San Dimas residents and community organizations and businesses. From time to time, the Mayor will recognize extraordinary San Dimas residents and community members through letters, certificates, proclamations and adjournments. These recognitions honor achievements that have a direct or significant local connection or benefit. The issuance of a recognition does not constitute an endorsement.

Before submitting your request, please review these Guidelines.

1. Complete the Ceremonial Document Request Form
2. When requesting a proclamation, please send your desired wording highlighting the special occasion or outstanding accomplishment that you would like the Mayor/City to recognize. (View a sample proclamation-Individual or Organization, to get a sense of the language you might use).
3. Email to cityclerk@sandimasca.gov.
4. All proclamations must fit on one page and are subject to editing*.

What To Expect

- We will use your suggested wording to prepare the proclamation.
- Please allow up to 10 business days for consideration and processing of your proclamation request.
- If you wish to have the recognition at a City Council meeting, we must receive the request two weeks before the meeting. Our meetings are on the 2nd and 4th Tuesday of the month. All other requests can be mailed.
- If your request does not meet the guidelines or we are unable to provide a proclamation, the Mayor may be able to provide a congratulatory letter as an alternative.

The City Council's Office reserves the right to decline any request for a proclamation, as well as the right to make exceptions to the guideline procedures as a benefit to the community.

*Images or photos cannot be accepted.

Contact
City Clerk's Office
(909)394-6210
cityclerk@sandimasca.gov



CITY OF SAN DIMAS CEREMONIAL DOCUMENT REQUEST

CAREFULLY READ THE FOLLOWING GUIDELINES:

- All requests go through an internal review process
- A draft document or background information should be included
- E-mail or mail the request AT LEAST FOURTEEN (14) DAYS PRIOR TO EVENT to:
City of San Dimas
Attn: City Clerk
245 E. Bonita Ave.
San Dimas, CA 91773
E-mail: cityclerk@sandimasca.gov

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Today's Date: _____ Contact Person: _____

Telephone Number: _____ E-mail Address: _____

Date of Event/Occasion _____ Will it be held in San Dimas? () Yes () No

Person/Organization Recognized _____

Does the person reside or is the organization located in San Dimas? () Yes () No

Name of Event/Occasion _____

Type of Document Requested: () Certificate () Proclamation

Are you requesting recognition at an upcoming City Council Meeting? () Yes () No

Highlights of person/organization to be recognized (a brief description of accomplishments of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community). A separate sheet of paper may be submitted.

When my ceremonial document is completed, please

() Contact me for pick-up () Mail to: _____

() Present at City Council Meeting