

CITY OF SAN LUIS OBISPO

Guidelines for Ceremonial Document Request



Policy Statement:

To provide guidelines to respond to requests for ceremonial documents (proclamations, certificates) in support of events, programs, individuals or groups that provide widespread local interest or community concern.

Administration:

These guidelines will be administered by the City Clerk's Office.

Criteria:

Requests shall be completed in the "Request for Ceremonial Document" form (**Exhibit "A"**).

Approvals must be consistent with the general factors listed below:

- ↳ Of widespread community interest or concern.
- ↳ Recognize a significant local group, business, civic organization or individual who has made a significant positive impact on the City.
- ↳ Acknowledge contributions to the City of San Luis Obispo.
- ↳ Express formal appreciation for local donations – cultural contributions – volunteer efforts
- ↳ Identify and recognize significant events or celebrations.

Proclamations must be presented at a City Council meeting or public event with the Mayor or designee in attendance.

Special Requests:

Guidelines may vary with unusual circumstances and/or the desire of the Mayor.

If a request is not clearly consistent with any of the request categories described above or within the Matrix of Ceremonial Documents (**Exhibit "B"**), the Mayor shall review and approve or deny the request.

Time Sensitive Requests:

Requests should be received no later than two weeks prior to the City Council (or other) meeting at which they will be presented. The Mayor may grant an exception under extraordinary circumstances.