

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.



Ceremonial Document Request

Please read the following guidelines carefully:

- All requests go through an internal review and approval process
- There should be only one contact person per request
- A draft document or background information must be included with the request
- [Email](#), Fax or Mail the request **at least four weeks (1) month prior to the event**

City of San Luis Obispo
 City Clerk's Office
 990 Palm Street
 San Luis Obispo, CA 93401
 Fax #: 805-781-7109

Note: After sending the fax, call 805-781-7100 to confirm receipt

Please Type or PRINT legibly after reading the guidelines above

Today's Date _____	Contact Person _____
Telephone # _____	Email Address _____
Date of Event / Occasion _____	Will the event / occasion be held at the City of San Luis Obispo? <input type="checkbox"/> Yes <input type="checkbox"/> No
Event / Occasion _____	
Person/Organization Recognized _____	
Does the person reside in or is the organization located in the City of San Luis Obispo? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Highlights of Person/Organization recognized</u> (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 if you need additional space.	
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>	
Request Presentation by Mayor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
When my ceremonial document is completed, please: (Select one of the options listed below)	
<u>Mail To</u> Name: _____ Address _____ Address _____ City _____ St <u>CA</u> Zip _____	<u>Contact for pick-up</u> Phone: _____ Email: _____ <i>The City Clerk's Office will retain this document for pick-up for only <u>30 days</u> after the due date</i>



CITY OF SAN LUIS OBISPO Matrix of Ceremonial Document Requests

Recognition Type	Proclamation	Certificate	City Lapel Pin	Presented At	Signature
Athletic/Academic Accomplishments <ul style="list-style-type: none"> ▪ Resident ▪ Non-Resident 		X X		Council Meeting or Other Event	Mayor
Acts of Heroism <ul style="list-style-type: none"> ▪ Resident ▪ Non-Resident 	X X			Council Meeting or Other Event	Mayor
In Memory of an Individual	X	X		Council Meeting or Other Event	Mayor
Scouts		X		Council Meeting or Other Event	Mayor
Yearly City Commemorative Events		X		Council Meeting or Other Event	Mayor
Regional Events <ul style="list-style-type: none"> ▪ Local ▪ State ▪ National 	X X X			Council Meeting or Other Event	Mayor
Guests from Other <ul style="list-style-type: none"> ▪ Countries ▪ States 		X X	X X	Varies	Mayor
Federal, State or Municipal Officials			X	Varies	N/A

Recognition Type	Proclamation	Certificate	City Lapel Pin	Presented At	Signature
Recognition of Corporate Support – <ul style="list-style-type: none"> ▪ Local ▪ Non-Local 		X X		Council Meeting	Mayor
Recognition of Non-Profit Organizations Contribution <ul style="list-style-type: none"> ▪ Local ▪ Non-Local 		X X		Council Meeting	Mayor
Unusual Contribution to City by Individual or Group	X	X		Varies	Mayor
Recognition of Anniversaries of Businesses and Churches		X		Mailed	Mayor