

STANDARD PROCEDURES FOR CEREMONIAL DOCUMENTS

(Proclamations/Certificates of Recognition and Letters)

All requests must be submitted in a neatly printed or typed format. You may download the Request for Ceremonial Document as a Word (.doc), WordPerfect, or Adobe Acrobat (.pdf) file.

All requests must be received 15 business days prior to the event to either of the following addresses:

By Mail: Mayor's Office, P.O. Box 475, Dover, DE 19903

By Fax: Mayor's Office, Fax 302-736-7002

By Email: mayorsoffice@dover.de.us Subject: Ceremonial Documents

All requests will go through an internal review and approval process. The Mayor's Office reserves the right to determine the type of document to be issued based on the information provided by the requesting individual and/or organization.

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

*Please note the timeframe needed to process your request.

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

Please specify whether the document should be mailed, held for pick-up, or presented at a City Council Meeting.

Only one original document will be issued per event. Exceptions to this may be made for certificates.

Proclamations, announcements, anniversaries, etc. may also appear on the city of Dover Website, www.cityofdover.com.

All requests must follow the appropriate criteria highlighted in the following sections.

Certificates

Certificates will be issued for the following purposes:

Retirements

Appreciation – Outstanding contributions to the City and citizens of Dover (including monetary, in-kind donations, cultural contributions or voluntary efforts).

Recognition – A brief summary about the individual to be honored and his/her accomplishments, highlights of his/her accomplishments, highlights of his/her involvement in the community, the date of recognition, and type of event planned.

Letters

Welcome Letters will be issued for the following:

Conferences

Conventions

Seminars

Family Reunions held in the City of Dover

Class Reunions for schools and institutions that are located or will be held in the City of Dover

Letters of Congratulations or Celebration will be issued to individuals or organizations within the City for the following occasions:

Professional Celebrations

Religious anniversaries and Celebrations

Significant Birthdays or Anniversaries

Indicate the title or nature of the event, the specific date, a brief history of the organization, a biographical sketch of the person, and any other pertinent information.

Proclamations

Proclamations will be issued for civic celebrations; organizations contributing to the economic development of the City; significant events; significant anniversaries of major City of Dover based institutions and corporations; fund-raisers benefiting the citizens of Dover; and individuals who have made a significant contribution to society.

Please provide a brief history of the organization or a biography of the person, purpose, goals, motto or theme. If funds are to be raised, who will benefit from this event, and what will take place during this time of celebration/recognition.

Any questions concerning these procedures may be directed to the Mayor's Office at (302)736-7005.