CEREMONIAL DOCUMENT REQUEST

FROM

THE HONORABLE KEISHA LANCE BOTTOMS

CITY OF ATLANTA

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM

- All requests go through an internal review and approval process
- **Requests** for ceremonial documents **are limited to one** per individual and/or organization per year
- Submitting a draft for the document requested will expedite the process
- **Email** or **mail** the request **A MINIMUM 30 DAYS PRIOR TO EVENT OR PRINTING DEADLINE to:**

Attn: Ceremonial Documents
Mayor's Office of Communications
Suite 2500
55 Trinity Avenue, SW
Atlanta, Ga 30303
ceremonialdocuments@atlantaga.gov

- There should be only **one contact person per request**.
- Documents will remain with MOC for 30 days after the due date. After **30 days** the CD will be **destroyed**.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Person _____ **Telephone Number**_____ **Email** _____

Person/Organization Recognized_____

Event/Occasion Name _____

Will the event or occasion be held in Atlanta? _____ **Does the person reside or is the organization located in Atlanta?** _____

If no, document cannot be processed.

Please check one :

Condolence Letter ☐ **Recognition Letter** ☐ **Support Letter** ☐ **Welcome Letter** ☐
Birthday Letter ☐ **Congratulatory Letter** ☐ **Recommendation Letter** ☐

Today's Date_____ **Date of Event/Occasion** _____ **Printing Deadline** (If applicable) _____

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 submit information on separate pages.)

Do you need a photograph of the Mayor to be included in a publication for the event? ☐

Please select one of the options listed below

☐ When my ceremonial document is completed, please mail it to the following

Name _____

Address _____

_____

_____

☐ When my ceremonial document is completed, please call the following for pick-up

Name _____

Phone Number _____

☐ When my ceremonial document is completed, please email it to the following

_____

Expected turnaround time for all approved requests is a minimum of 30 days.