

**OFFICE OF MAYOR JERRY P. DYER
PROCEDURES FOR CEREMONIAL DOCUMENTS
(PROCLAMATIONS, LETTERS AND CERTIFICATES)**

PROCLAMATIONS:

Proclamations issued by the Mayor's Office provide an opportunity for Mayor Brand to recognize exceptional events and people within the City of Fresno. They are issued for civic celebrations, organizations and individuals celebrating significant events or contributions to society.

To request a proclamation, submit a Proclamation Request Form at least 30 days prior to the date of issuance.

Proclamation Guidelines:

1. All requests must be submitted using the Proclamation Request Form at least 30 days prior to the date of issuance.
2. All requests must include the name, address, telephone number and email address of the person making the request.
3. Requests must include draft language and/or background information that will be used to prepare the proclamation.
4. Only one proclamation can be issued per year per organization or individual.
5. We are unable to accommodate proclamation requests for out-of-city events or for-profit causes.
6. National or International groups requesting proclamations must have an in-city sponsor.

LETTERS AND CERTIFICATES:

If a proclamation request does not meet the guidelines as described above, other forms of recognition are available.

To request a letter or certificate, please submit an Official Document Request Form at least 2 weeks prior to the date of issuance.

Letters of Welcome/Greeting are provided for:

- Conventions
- Conferences
- Seminars
- Other large events being held in Fresno

Letters of Congratulation or Certificates of Recognition are provided for:

- Significant birthdays or anniversaries
- Religious anniversaries and celebrations
- Professional celebrations
- Award Recipients
- Retirements
- Eagle Scout Awards