

# **City of Grand Prairie**

## **Policy on**

### **Requests for Proclamations, Certificates or Letters of Recognition**

Request should be submitted [online](#). Please complete and submit this form at least 30 days ahead of time to allow for processing. If you have questions or do not receive an email from a city staff member within one week, please email [GPCitySecretary@gptx.org](mailto:GPCitySecretary@gptx.org) or call 972-237-8039.

Please note requests for the Mayor to appear as a Guest or Speaker may be made to [MayorRonJensen@gptx.org](mailto:MayorRonJensen@gptx.org). Similarly, requests for a Council Member to appear may be submitted to [GPCitySecretary@gptx.org](mailto:GPCitySecretary@gptx.org)

#### **Ceremonial/Recognition Document Policy**

The process for all types of celebratory documents issued by the Office of the Mayor and/or City Council, including proclamations, certificates of recognition, and letters of recognition is outlined below. These are intended to honor and celebrate special events, significant issues, or increase awareness of programs and people that are making a difference in the City of Grand Prairie.

All requests for a ceremonial/recognition document will be reviewed and considered on a case-by-case basis. Any language provided may be edited or rewritten at the discretion of the Mayor to reflect the City's vision, mission, and goals.

In lieu of issuing a proclamation, the Mayor has the discretion to issue a certificate of recognition or letter of recognition for reasons including but not limited to significant birthdays, anniversaries, celebrations, events, accomplishments, achievements, and contributions.

#### **Making a Ceremonial/Recognition Document Request**

Requests must be made by a Grand Prairie resident or Grand Prairie-based organization or business. Residents, organizations, and businesses may be issued no more than one ceremonial/recognition document annually.

Requests must be made in writing and submitted to the Office of the Mayor using the "Request a Ceremonial/Recognition Document" link below.

Requests should be made at least 30 days prior to the date the requester would like the ceremonial/recognition document to be presented or received.

#### **Issuance/Presentation of a Ceremonial/Recognition Document**

If the request is approved, the Mayor has the discretion to decide what form of ceremonial/recognition document will be issued and the manner in which the document will be presented or provided to the recipient.

Proclamation presentations may occur during a City Council meeting or at a community event, or the recipient may pick up a printed copy of the proclamation at Grand Prairie City Hall with no formal presentation by the Mayor. Requesters should indicate their preference on the submittal form.

Certificates of Recognition and letters of recognition may be mailed or e-mailed to the recipient or picked up at Grand Prairie City Hall. The Mayor or the Mayor's designee may present recipient(s) with the certificate at their

location or event of choice, schedule permitting. Requesters should indicate their preference on the submittal form.

Issuance of a ceremonial/recognition document does not guarantee the Mayor's attendance at an event related to the matter for which the document was issued.

### **Proclamations**

Proclamations are ceremonial documents signed by the Mayor. Requests for proclamations will be considered for the following events/purposes:

- Special honors
- Celebrations
- Charitable fundraising campaigns
- Non-profit organizations
- Arts and cultural celebrations
- Important community events
- Matters of significant or notable achievement, recognition, or contribution
- Increase in public awareness of a worthy cause

Proclamation requests will not be issued for:

- Campaigns or matters that do not align with the City's vision, mission, and goals
- Events or organizations with no direct relationship with the City of Grand Prairie
- Advertisements, commercial promotion, or for-profit purposes
- Matters that suggest an official city position on a matter under consideration or to be voted on by City Council

For proclamations related to events or occasions that occur annually, the requester must include new information about that event or occasion with the request for the Mayor's consideration. An organization, business, or resident requesting a previously issued proclamation with only date changes will not be issued a new proclamation.

Please note that if a proclamation request is approved, the Mayor may decide to issue the proclamation for a different day, week, or month than the one that was requested.

### **Certificate of Recognition**

A certificate of recognition may be issued for reasons including but not limited to significant birthdays, anniversaries, celebrations, events, accomplishments, achievements, and contributions. Certificates will be issued by the Mayor or the Mayor's designee.

Required information: title or reason for the event, a date, brief history of the organization, or information about the person, and any other information you feel is significant.

The certificate may be mailed or picked up at City Hall, or the Mayor or the Mayor's designee may present recipient(s) with the certificate at their location or event of choice, schedule permitting.

### **Letters of Recognition**

A Welcome Letter or Letter of Congratulations/Celebration may be issued by the Mayor or Mayor's designee for reasons including but not limited to significant birthdays, anniversaries, celebrations, events, accomplishments, achievements, and contributions. Letters of recommendation and letters for support for immigration will not be issued.

Letters are printed on the City of Grand Prairie letterhead and emailed to recipients in a PDF format, or they may be picked up at Grand Prairie City Hall.

Required information: title or reason for your event, a date, a brief history of the organization, or information about the person and any other information you feel is significant.

[Request a Ceremonial/Recognition Document](#)