


## REQUEST GUIDELINES FOR PROCLAMATIONS AND CEREMONIAL DOCUMENTS

The Mayor and Wendell Board of Commissioners take pleasure in honoring and celebrating events and increasing awareness of noteworthy subjects among Town of Wendell citizens!

Proclamations and ceremonial letters are provided by the Mayor's office as a service to Town of Wendell residents, employers, and Town employees. Proclamations and ceremonial documents are strictly honorary and are not legally binding. Issuance of a proclamation does not necessarily constitute an endorsement by the Town of Wendell government.

### PROCLAMATIONS:

Ceremonial documents issued for public awareness, civic celebrations, arts and cultural celebrations, and events with importance to the citizens of the Town of Wendell.

-  Retirement proclamation – the person must have been employed with current employer for 25 years or more.










### CEREMONIAL LETTERS:

Letters recognizing special occasions for individuals, families or organizations such as milestone anniversary/birthdays, conferences, conventions, and reunions.

-  Wedding, church, or pastoral anniversary requests – must be 25 years or more.

### HOW TO MAKE A REQUEST:

Submit a written request to the Special Assistant to the Manager by email or mail (15 East Fourth Street, Wendell, NC 27591) at least three weeks in advance:

-  Who – Contact person's name, address, telephone number and email
-  What – Title or nature of event
-  When – Specific date of the event
-  Why – Brief history of the organization or a biographical summary of the person
-  Proclamations are reviewed on a case-by-case basis.
-  Any proclamations by a Town board, commission or committee member must be approved in advance by the Town Manager's office.
-  Any proclamation request for a Town employee must be approved in advance by the department director.
-  Annual or other repeat requests must be made in writing for each occasion. Proclamation and ceremonial letters are not automatically renewed.
-  The Mayor's office reserves the right to modify or deny any proclamation or ceremonial letter request.

The original proclamation or ceremonial letter will be issued to the individual or organization, including individual recipients, at no cost.

All proclamations and ceremonial letters must be picked up at the Wendell Town Hall unless prior arrangements are made.