

REQUEST for CEREMONIAL DOCUMENT
from
The Honorable Kasim Reed
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, fax or mail** the request **A MINIMUM 30 DAYS PRIOR TO EVENT OR PRINTING DEADLINE to:**
 - Attn: Ceremonial Documents
 - Mayor's Office Communications
 - Suite 2500
 - 55 Trinity Avenue, SW
 - Atlanta, GA 30303
 - ceremonialdocuments@atlantaga.gov
 - Fax Number: 404-658-6893
 - Note: **After faxing, email ceremonialdocuments@atlantaga.gov to confirm receipt.**
- 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 _____

Does the person reside or is the organization located in Atlanta? _____

Will the event or occasion be held in Atlanta? _____

If no, document cannot be processed.

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
