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 and/or background for the document requested will expedite the process
- **E-mail, 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, call 404-330-6004 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** _____ **E-mail** _____

Person/Organization Recognized_____

Event/Occasion_____

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

Will the event or occasion be held in Atlanta? _____

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 use the back of this sheet if you need additional space.)

_____
_____
_____
_____
_____

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 _____

_____

_____

OR

___When my ceremonial document is completed, please call the following for pick-up:

Name_____

Telephone Number_____