



Office of Mayor & Council
Procedures for Ceremonial Requests

OVERVIEW OF THE PROCESS:

To submit a Ceremonial Request, a [Ceremonial Request Form](#), must be filled out **at least 2 weeks prior** to the date needed.

Receipt of a Ceremonial Request Form does not guarantee issuance. A member of the Ceremonial Services Team will follow up with you regarding the status of your request via telephone or email.

Due to budget constraints, our office is unable to mail ceremonial documents. You may pick up all completed documents at:

New City Hall
915 I Street
Sacramento, CA 95835

Or you may send a self addressed, pre posted envelope to the above address: **ATTN: Mayor's Office-Ceremonial Services.**

RESOLUTIONS:

Resolutions issued by the Mayor and City Council provide an opportunity for recognition for exceptional events and people within the City of Sacramento. They are issued for civic celebrations, organizations and individuals celebrating significant events and contribution to the region.

All requests must be submitted using the Ceremonial Request Form at least 2 weeks prior to date needed. All requests must include the name, telephone number and e-mail of the person making the request. Requests **MUST include sample language** and background information that will be used to prepare the resolution.

We are unable to accommodate resolution requests for **out-of-city requests.**

LETTERS AND CERTIFICATES:

To request a letter or certificate, please submit a Ceremonial Request **at least 2 weeks prior** to the date needed. Please submit sample language along with your request. Requests will not be processed without sample language.

Letters of Welcome/Greeting are provided for:

Conventions
Conferences
Seminars
Other significant events held in the City of Sacramento

Letters of Congratulations or Certificates of Recognition are provided for:

Significant birthdays or anniversaries
Professional celebrations
Award recipients
Retirements
Eagle Scout Award