REQUEST for
CEREMONIAL DOCUMENT from
THE HONORABLE JAMES F. KENNEY
MAYOR, CITY OF PHILADELPHIA

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 or organization per year.
- Submitting a draft of the document requested will expedite the process.
- All requests should be received AT LEAST THREE WEEKS BEFORE THE DOCUMENT IS NEEDED. DOCUMENT REQUESTS RECEIVED AFTER THIS MAY NOT BE APPROVED.
- Send the request to: Lorraine Szybowski
  Office of the City Representative
  1515 Arch Street, 12th Floor
  Philadelphia, PA 19102
  Phone: (215) 683-2060  Fax: (215) 683-2099
  Email: Lorraine.Szybowski@phila.gov

- There should be only one contact person per request.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE.

Name of Contact: ________________________________
Telephone # ___________________________  Fax # ___________________________
E-mail Address ______________________________

Person/Organization Recognized ____________________________
Affiliation with Person/Organization ____________________________

Event/Occasion ____________________________________________

Does the person reside or is the organization located in Philadelphia? ________

Will the event or occasion be held in Philadelphia? ________

Today’s Date ___________________________  Date of Event/Occasion ___________________________
Printing deadline (If applicable) ____________________________

Highlights of Person/Organization Recognized: PLEASE ATTACH 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.

*For Official Use Only:
  Document Approved ________  Document Denied ________
  Tribute___  Citation____  Proc_____  Letter___
  Comments______________________________________________

ALL DOCUMENTS MUST BE PICKED UP. NO DOCUMENTS CAN BE MAILED.
When your document is completed, our office will call your Contact Person for pick-up. If you would like someone other than your Contact to pick up the document, please list their name and number below.
Name ________________________________  Telephone # __________________________