



**REQUEST for
2021 CEREMONIAL DOCUMENT from
THE HONORABLE JAMES F. KENNEY
MAYOR, CITY OF PHILADELPHIA**

Date Rcvd. In Office _____

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 FOUR - SIX WEEKS BEFORE THE DOCUMENT IS NEEDED. DOCUMENT REQUESTS RECEIVED AFTER THIS MAY NOT BE APPROVED.**
- **E-mail** the request to: Sheila.hess@phila.gov and city.rep@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) _____

Check here if you require an electronic version (PDF) as well _____

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____ Proclamation____ Letter____

Comments _____

ALL DOCUMENTS MUST BE ARRANGED IN ADVANCE TO SCHEDULE A PICK UP DATE/TIME -socially distanced and a mask must be worn. 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 #** _____