

OFFICE OF THE MAYOR

202 W. 5th Street
Plainview, Texas 79072
(806) 296-1100

Policy & Procedure for Ceremonial Items

Policy

The City of Plainview - Office of the Mayor will issue ceremonial items at no charge to citizens. All requests must be local and within the City of Plainview limits. Ceremonial items will not be issued for events held outside the City of Plainview or issued to non-residents, unless otherwise determined by the Mayor.

Groups or citizens seeking ceremonial items annually must provide new information. Requesting previously issued ceremonial items with only date changes will not be issued a new ceremonial item.

Proclamations **will not** be issued for commercial purposes, such as the opening of a new business, a new service, a new product or a new professional service. We will honor significant anniversaries such as 5th, 10th, 25th, etc.

Welcome Letters will be issued for conferences, conventions, and seminars or family reunions.

Birthday Letters will only be issued to Plainview residents turning 80 years and above. Mayoral commendations are issued for residents turning 80 years or above, as well as for Eagle Scout Awards.

Procedure

A request for a ceremonial item must be made in writing and include a written draft to the Office of the Mayor at least 2-3 weeks prior to the date the item is needed. Each request must be accompanied by name and telephone number of a person who can answer additional questions.

The City of Plainview - Office of the Mayor retains the rights to edit and revise all ceremonial items to reflect the city's vision, mission and goals.

Receiving a ceremonial item does not guarantee the Mayor's attendance at an event nor does it guarantee that the ceremonial item will be presented at a Plainview City Council meeting. Any ceremonial item to be presented during a City Council meeting must be approved and scheduled in advance.

The Office of the Mayor will make the final decision on whether a ceremonial item is issued and reserves the right to decline any ceremonial item without further details.

All proclamations must be picked up at Plainview City Hall - Office of the Mayor unless prior arrangements have been made.