

OFFICE USE ONLY

Date Received: _____

Date Completed: _____

Date Released: _____

**REQUEST FOR CEREMONIAL DOCUMENTS FROM
The Honorable Stephen R. Speed
City of Dover, Delaware**

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM.

- All requests go through an internal review and approval process.
- Submitting a draft of the document requested will expedite the process.
- Mail, fax or email the request **AT LEAST 10 DAYS BEFORE THE DOCUMENT IS NEEDED** to:

The City of Dover
 Mayor's Office
 P.O. Box 475
 Dover, DE 19903
 ATTN: Hollie Ford
 Fax Number: 302-736-7002 email: hford@dover.de.us

- There should be only one contact person per request.
- Contact the Mayor's assistant (Hollie Ford, 302-736-7005) for the presentation of documents.

PLEASE PRINT CLEARLY

Contact Person: _____ **Phone Number:** _____

Person/Organization Recognized: _____

Event/Occasion: _____

Does the person reside or is the organization located in the City of Dover? Yes No

Will the event or occasion be held in the City of Dover? Yes No

Today's Date: _____ **Date of Event/Occasion:** _____ **Printing Deadline:** _____
(if applicable)

Highlights of Person/Organization Recognized (A biographical sketch of the individual 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.) _____

Please select one of the options listed below.

When my ceremonial document is completed, please

_____ Schedule for presentation _____ Mail to the following address _____ Please call for pick up

Name: _____

Address: _____

Phone Number: _____