

**CITY OF LAURINBURG
CEREMONIAL GUIDELINES FOR
PROCLAMATIONS, LETTERS OF HONOR AND
KEYS TO THE CITY**

General Information

Proclamations are official announcements and/or public declarations issued by the Mayor. They are ceremonial in nature and do not have any legislative value.

Letters of Honor are ceremonial documents that recognize an individual's service or extraordinary achievement. They do not have any legislative value.

Keys to the City are an honor bestowed by the City upon distinguished persons and honored guests of the City of Laurinburg. It symbolizes outstanding civic contributions of the recipients.

Purpose

These ceremonial declarations are issued for the following reasons:

1. Recognition of action or service above and beyond the call of duty;
2. Recognition of extraordinary achievement;
3. Supporting actions that improve the quality of life of the Laurinburg community; or
4. Raise public awareness of issues that directly affect the Laurinburg community.

Format

Proclamation

Prepared on 8 ½ x 11 paper and always includes the following:

- *Whereas* clauses providing information that basically describe the five W's (who, what, when, where and why)
- A *Now, Therefore Be it Resolved* clause proclaiming a specific event
- An execution date representing the date the Mayor signed the document or the date of the event
- Signature of the Mayor
- City Seal
- Be enclosed in a certificate holder

Letters of Honor

Prepared on the Mayor's letterhead and includes information supplied by the requester containing the five W's (who, what, when, where and why) and will be signed by the Mayor.

Keys to the City

The Key to the City is the City's most prestigious award and will only be awarded by resolution of the City Council. A Key to the City is used to recognize exceptional achievement or to bestow honor upon distinguished persons and honored guests of the City of Laurinburg.

Request Process

An application form (see attached) for a Proclamation or Letter of Honor must be submitted to the City Clerk's Office at least fourteen (14) calendar days prior to the event. Individuals/organizations are encouraged to file their request as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance cannot occur by the event date.

The City Clerk will initially review all applications and forward to the Mayor for final approval. Written notice will be provided for all requests that are denied with a brief explanation.

Receipt of Final Document

Individuals/organizations have several options for receiving the finalized document:

1. Presentation can occur at an event sponsored by the individual/organization subject to availability of the Mayor or a City Councilmember.
2. Presentation can occur at a regularly scheduled Council Meeting which will require additional information for agenda purposes.
3. Presentation can be received at the Mayor's Office.
4. Presentation can be picked up from the City Clerk's Office.

Media Coverage

The individual/organization requesting a proclamation or letter of honor will arrange for any and all media coverage.

Contact Information

Mailing Address:

City Clerk's Office
City of Laurinburg
P.O. Box 249
Laurinburg, NC 28353

Physical Address:

City Clerk's Office
City of Laurinburg
305 West Church Street
Laurinburg, NC 28353

Telephone: 910-276-8324

Fax: 910-276-0354

Email: hhaywood@laurinburg.org
afutrell@laurinburg.org



**CITY OF LAURINBURG PROCLAMATION OR LETTER OF HONOR
APPLICATION FORM**

Return completed form to the City Clerk's Office, City of Laurinburg, P.O. Box 249, Laurinburg, NC 28353

Requestor's Name: _____

Requestor's Address: _____

Requestor's Telephone and Email: _____

Person/Organization to be Honored: _____

Event Title: _____

Event Date, Time & Location: _____

Type of Honor Requested: Proclamation _____ Letter of Honor _____

Provide detailed reason for request including a list of accomplishments and how the individual/organization benefits the quality of life in the City of Laurinburg (attach additional sheets if necessary): _____

The Mayor's Office reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary.