



"Best Climate On Earth"

Proclamation Request & Recognition Information sheet

The Mayor and City Council are pleased to issue officiation proclamations/recognitions from the City of Lemon Grove to honor or recognize a person or an event that reflects special occasions or outstanding accomplishments in the lives of Lemon Grove residents. The Mayor and City Council's issuance of a proclamation/recognition does not constitute an endorsement.

Before submitting your request, please review the guidelines following this information sheet.

To Request a City Proclamation

1. Please send your desired wording highlighting the special occasion or outstanding accomplishment that you would like the Mayor to recognize.
2. Mail (3232 Main St. Lemon Grove, CA 91945) or e-mail the wording to Cassandra Mendenhall at cmendenehall@lemongrove.ca.gov. All proclamations/recognitions are subject to editing.
3. Please note, all proclamations must fit on one page.
4. Proclamation request must be submitted 10 days prior to the event/celebration.

To Request a Certificate of Recognition

1. Please provide Certificate of Recognition information, for example: what the awardee is being honored for (provide additional information highlighting the special occasion or outstanding accomplishment that you would like the Mayor to recognize.)
2. Mail (3232 Main St. Lemon Grove, CA 91945) or e-mail the wording to Cassandra Mendenhall at cmendenehall@lemongrove.ca.gov. **All recognitions are subject to editing.**
3. Please note, all recognitions must fit on one page.
4. Recognitions request must be submitted 10 days prior to the event/celebration.

What to Expect

- We will use your suggested wording to prepare the proclamation/recognition.
- Please allow up to 10 business days for consideration and processing of your proclamation/recognition request.
- You will be able to pick up the finished proclamation/recognition at Lemon Grove City Hall.
- If your request does not meet the guidelines or we are unable to provide a proclamation/recognition, the City Council's Office can provide a congratulatory letter as an alternative.

The City Council's Office reserves the right to decline any request for a proclamation/recognition, as well as the right to make exceptions to the guideline procedures.



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City of Lemon Grove Proclamation & Recognition Guidelines

Proclamations/recognitions are official ceremonial documents signed by the Mayor and issued

for:

- Public Awareness.
- Charitable fundraising campaigns.
- Arts and Cultural celebrants.
- Special Honors.

Proclamations/recognitions will NOT be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction.
- Events or organizations with no direct relationship to the City of Lemon Grove.
- Campaigns or events contrary to City of Lemon Grove.

Other:

- The City Council's Office reserves the right to modify or deny any proclamation.
- Events or organizations with no direct relationship to the City of Lemon Grove.
- **Request must be submitted at least 10 working days prior to event/celebration.**

Contact:

Cassandra Mendenhall
City Manager's Department
P. 619-825-3819
E. cmendenhall@lemongrove.ca.gov