



Ceremonial Document Request Form

Request Forms and Resolutions for Board of Supervisors Ceremonial Resolutions must be submitted to the Chair and Clerk of the Board two weeks in advance prior to the desired Board of Supervisors meeting agenda date.

Contact Information

Organization Name: _____ Contact Name: _____

Address: _____ City: _____ Zip Code: _____

Phone No. _____ Email: _____

Type of document requested:

- Board of Supervisors Ceremonial Resolution (at least 15 years of county service)

What Board of Supervisors meeting agenda date is preferred _____ (ensure this is submitted two weeks in advance)

Presented by who (Supervisor/Staff or another person): _____

Presented to who (person(s) or organization(s)): _____
List all people receiving the Board of Supervisor Ceremonial Resolution

- Chair's Ceremonial Resolution
 Supervisor Proclamation

Title of the of the document (Board of Supervisors Ceremonial Resolution, Chair's Ceremonial Resolution or Supervisor Proclamation): _____

- Please attach a draft of your document (Board of Supervisors Ceremonial Resolutions, Chair's Ceremonial Resolutions or Supervisor Proclamation) following the formatting guidelines in the policy.**

What is the Supervisorial District that the recipient resides in: [Find District](#)

- District 1 District 2 District 3 District 4 District 5 Other

How will the document be received:

- Board of Supervisors meeting for Board of Supervisors Ceremonial Resolutions only
 Formal Presentation at an outside event Date: _____ Where: _____
 Pickup from Clerk of Board (168 W. Alisal, Salinas, CA 93901 First Floor; Phone No. 831-755-5066, Option 6)
 Pickup from the District Office

Presentation of Document:

Documents are presented in either a paper folder with the Monterey County seal emblazoned on the cover or in a frame for a very special occasion, at the discretion of the Board of Supervisors.

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**If applicable, attach a brochure about your organization along with other official literature describing your organization and its primary focus.**