



Rockdale County Government Ceremonial Document and Proclamation Request Guidelines

Ceremonial documents (i.e. proclamations, congratulatory letters and certificates of appreciation) are provided by the Rockdale County Board of Commissioners (BOC) as a courtesy to honor and celebrate County residents, businesses and nonprofits, and raise awareness of significant issues pertaining to County citizens. The Rockdale County Department of Public Relations reserves the right to decline any ceremonial document request that is incomplete or not consistent with the guidelines. Ceremonial documents are strictly honorary, not legally binding, and generally issued for:

- Arts and cultural celebrations within Rockdale County
- Milestone birthdays (80+) with increments of 5 years thereafter
- Nonprofit organizations (significant achievements or milestones)
- Public awareness campaigns
- Special honors
- Wedding, church or pastoral anniversaries (25+) with increments of 5 years thereafter

The issuance of a ceremonial document does not constitute an endorsement by the Rockdale County BOC. Requests will be reviewed on a case-by-case basis and must be approved by the Public Relations Director. Multiple requests by the same organization will not be honored within the same calendar year. No ceremonial documents may be used in advertisements or commercial promotions without permission from the Department of Public Relations and/or BOC Office. The BOC will not sign documents that are not originally produced by Rockdale County. Organizations do not have exclusive rights to the day, week or month of their proclamation. Up to three signed copies of any proclamation can be issued per group, pending approval. Ceremonial documents are not automatically renewed.

Ceremonial documents and proclamations will be granted for:

- Community events or activities for the public majority that raise awareness
- Special observances for significant milestones – for individuals and organizations
- Other occasions the Rockdale County BOC deems appropriate

Ceremonial documents typically will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions
- People, events or organizations with no direct relationship to Rockdale County Government
- Campaigns or events contrary to County policies
- Retirements (with the exception of Rockdale County Government employees)
- Deceased individuals
- Individuals or organizations making multiple requests within the same calendar year
- Commercial purposes (i.e. the opening of a new business, a new service or product)
- Backdated proclamations
- Organizations with representatives who are unable to demonstrate he or she has been selected to make requests on that organization's behalf

Procedure

Rockdale County strongly encourages residents and organizations to submit the Ceremonial Document Request Form with supporting documentation 4-6 weeks in advance of the requested date. Requestors must list on the Request Form their preference of receiving ceremonial documents. If less than two weeks notice (four weeks for presentations at BOC meetings) is given, the Public Relations Department reserves the right to decline the request. Requests should be emailed, mailed or hand delivered. Due to the volume of requests we receive, we are unable to honor phone requests. Individuals and organizations are responsible for confirming the Public Relations Department receives the Request Form and all supporting documentation.

Following Receipt of the Request Form:

- The Public Relations Department, on behalf of the BOC, will notify the requestor of the status of their request via email or phone
- The BOC will issue the ceremonial document to the individual or organization (including individual recipients) at no cost
- Rockdale County Public Relations reserves the right to edit or revise any draft language submitted

The Ceremonial Document Request Form and supporting documentation may be submitted via email: jeannettia.owens@rockdalecountyga.gov, mail: Rockdale County Public Relations, P.O. Box 289, Conyers, GA 30012, or hand-delivery: Rockdale County Administration & Services Building Information Desk, 958 Milstead Ave., Conyers, GA, 30012 addressed to Public Relations.



Rockdale County Ceremonial Documents Request Form

The form must be completed in its entirety to develop documents

Individual/Department/Organization Name: _____

Date of Event/Presentation: _____ Date Needed By: _____

Contact Person: _____

Phone #: _____ Email Address: _____

Mailing Address: _____

In order to process this request, Rockdale County Department of Public Relations must receive all supporting information **IN WRITING**, including supporting documentation, to create a ceremonial document. **A minimum two-week notice is required.**

All requests pending approval

_____ Certificate/# of Certificates _____ Proclamation for Pick Up

_____ Proclamation for presentation at Rockdale _____ Formal Letter

County Board of Commissioners meeting*

(Please see below)

Summary of Event/Reason for Issuing Ceremonial Document (i.e. ABC Church ribbon cutting; Water Conservation Month observance, etc.):

Signature: _____ Date: _____

For Rockdale County Board of Commissioners Meeting Proclamation Presentations ONLY

***BOC Meeting Date Requested:** _____

- All proclamation presentation requests must be submitted **four weeks** prior to the requested BOC meeting date.
- Supplemental information must be submitted along with requests.

Please email a completed form with supporting documents to jeannettia.owens@rockdalecounyga.gov, drop off at the County Administration & Services Building Information Desk at 958 Milstead Ave., or mail to Rockdale County Public Relations, P.O. Box 289, Conyers, GA 30012. Call 770-278-7056 with questions.