



Ceremonial Documents Guideline

DOCUMENT TYPES

PROCLAMATIONS

- Civic celebrations
- Fundraisers benefiting the citizens of Manvel
- Organizations and individuals who have made a significant contribution to society
- Significant events of Manvel-based institutions and companies
- Business anniversaries over 25 years

Proclamations will NOT be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations that do not benefit the community of Manvel
- Campaigns or events contrary to City policies or Charter
- Campaigns intended for profit-making purposes
- Business anniversaries under 25 years, weddings, family reunions, retirements, and the deceased

*If a request does not meet the guidelines for a proclamation, the Mayor may approve your request for another type of recognition (congratulations, commendation, recognition, appreciation, welcome, etc.). The Mayor of Manvel will make the final decision on whether a proclamation is issued and whether it will be presented at a City Council meeting or delivered via mail or in-person. No Proclamations are issued to non-residents or for a non-Manvel event unless specifically approved by the Mayor.

LETTERS

Letter of Welcome

- Conferences
- Conventions
- Seminars
- Class Reunions for schools and institutions that are located in Manvel, or for reunions that are held in Manvel
- Family Reunions

Letter of Congratulation or Celebration

- Professional celebrations
- Religious anniversaries and celebrations
- Significant birthdays or anniversaries
- Eagle Scout Award
- Girl Scout Gold Award
- Grand Openings
- Book Releases
- Religious Installations
- Citizenship

CERTIFICATES

- Honorary Citizenship - foreign dignitaries, prominent individuals, entertainers, or artists
- Appreciation - outstanding contributions to the City and citizens of Manvel
- Heroism
- Congratulatory – graduation, accomplishment/achievements