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STANDARD POLICIES AND PROCEDURES FOR CEREMONIAL DOCUMENTS (CERTIFICATES, LETTERS, PROCLAMATIONS, AND RESOLUTIONS)

All requests will go through an internal review and approval process.

- All requests must be submitted in a neatly printed or typed format.
- Decisions regarding editing, language and appropriate document choice will be made by the County Judge's Office.
- All requests must be received at least **2 weeks prior to the date the document is needed** at the following address:

County Judge J.D. Clark
P.O. Box 393
Decatur, TX 76234

- Letters of request may be e-mailed to cojudge@co.wise.tx.us or faxed to 940-627-6926.
- All requests must **include the name and daytime telephone number/e-mail address of the contact person.**
- Submitting a draft of the document desired with the request will expedite the process considerably but is not required.
- Requests for a ceremonial document are limited to two per organization and one per individual per year. Exceptions will be reviewed on a case by case basis. Only one original document will be issued per event. Exceptions to this may be made for certificates.
- After you have been notified that the ceremonial documents are ready, you may pick them up at **County Judge J.D. Clark's Office, Suite 100 in the Wise County Courthouse.**
- All requests must follow the appropriate criteria highlighted in the following sections.

CERTIFICATES

Certificates will be issued for the following:

- Retirements (Wise County)
- Appreciation - Outstanding contributions to Harris County and the citizens of Harris County
- Heroism
- Family reunions
- Eagle/Girl Scout Gold Awards

Information required: A brief summary about the individual to be honored and his/her accomplishments, highlights of his/her accomplishments, highlights of his/her involvement in the community, the date of recognition, and type of event planned.

LETTERS

Letters of Welcome will be issued for the following:

- Conferences
- Conventions
- Seminars
- Class reunions for schools and institutions in Wise County or for reunions held in Wise County

Letters of Congratulation or Celebration will be issued for the following:

- Professional Celebrations (Grand Openings, Significant Business Anniversaries, etc.)
- Religious Anniversaries and Celebrations
- Significant Birthdays or Wedding Anniversaries
- Governor Appointment

Information required: Indicate the title or nature of the event, the specific date, a brief history of the organization, a biographical sketch of the person, and any other pertinent information.

PROCLAMATIONS

Proclamations will be issued for civic celebrations; organizations and individuals; significant events; significant anniversaries of major Wise County-based institutions and businesses; fundraisers benefiting the residents of Wise County; and individuals who have made a significant contribution to society or achieved a significant birthday (100 years).

Information required:

- what is being proclaimed: Jane Doe Day
- what date is being proclaimed
- Brief history of organization or biography of the person, purpose, goals, motto or theme. If funds are to be raised, list who will benefit from the event, and what will take place during this time of celebration or recognition.

RESOLUTIONS

Resolutions will be presented to Wise County Commissioners Court for approval on designated Court Days. Resolutions may be requested for major civic celebrations; significant events of organizations; major fundraisers benefiting the residents of Harris County; individuals who have made a significant contribution to society; and specific items deemed necessary or important by the Court.

Information required:

- what is being recognized or honored
- what date is being recognized or honored
- Brief history of organization or biography of the person, purpose, goals, motto or theme. If funds are to be raised, list who will benefit from the event, and what will take place during this time of celebration or recognition. Appropriate back-up information is required and if possible, include a brochure.