



MAYOR
John H. Cox III

CITY COUNCIL
Tommy Benson, III, Ward 1
Lois Hawkins, Ward 2
Carolyn Weathers, Ward 3
Betty J. Watkins, Ward 4
Ann Hollowell, Ward 5
Errick D. Simmons, Ward 6

340 Main St. • P. O. Box 897 • Greenville, Mississippi 38701 • Telephone: 662-378-1501 • Facsimile: 662-378-0276 • Email: johncox@greenvillems.org

REQUEST FOR CEREMONIAL DOCUMENT

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE REQUEST FORM

- All requests go through an internal review and approval process.
- Submitting a draft and/or background for the document requested will expedite the process.
- Email, fax or mail the request **AT LEAST TWO WEEKS (14) DAYS PRIOR TO THE EVENT to:**

City of Greenville Mayor's Office
P.O. Box 897
Greenville, MS 38702
wcoppage@greenvillems.org
Phone Number: (662) 378-1501
Fax Number: (662) 378-0276

Note:

- One contact person per request
- Submission of a request does not guarantee the issuance of a ceremonial document.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Person: _____ **Telephone Number:** _____

Email Address: _____

Person/Organization Recognized: _____

Event/Occasion: _____

Does the person reside or is the organization located in Greenville? _____

Will the event or occasion be held in Greenville? _____

Today's Date: _____ **Date of Event/Occasion:** _____

Highlights of Person/Organization Recognized (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please use the back of this sheet or a separate attachment if you need additional space)

Please select one of the options listed below:

When my ceremonial document is completed, please mail it to the following:

Name: _____

Address: _____

OR

When my ceremonial document is completed please call for pick-up:

Name: _____

Telephone #: _____
