



**CITY OF CORPUS CHRISTI
OFFICE OF THE MAYOR**
1201 Leopard Street, Corpus Christi, TX 78401
361-826-3100 Fax: 361-826-3103
E-mail: mayoralrequest@cctexas.com

MAYORAL REQUEST FORM

(Please submit 2-4 weeks in advance of event)

Requesting Organization: _____

Event/Occasion: _____

Primary Contact: _____

Daytime Phone: _____ *Phone Contact at Event:* _____

Email Address: _____

Day of Week and _____ *Time of Event*

Date of Event: _____ *(Start & End Time):* _____

Time Mayor is Requested (Start & End Time): _____
(Example: 8:30AM - 9:00AM)

Event Location: _____
(Please be specific. Ex: room number, physical address, etc.)

- | | | | |
|-------------------------|---|--|---|
| Action Requested | <input type="checkbox"/> Proclamation
<i>(max of 250 word count)</i> | <input type="checkbox"/> Council Meeting
Tuesdays @ 11:15 AM
<i>Exceptions: 1st Tuesdays of Month/Workshops</i> | Date: _____ |
| | <input type="checkbox"/> Attend Event | <input type="checkbox"/> Ribbon Cutting Ceremony | <input type="checkbox"/> Commendation Certificate |
| | <input type="checkbox"/> Give Welcome/Greetings | <input type="checkbox"/> Ground Breaking Ceremony | <input type="checkbox"/> Honorary Citizen Certificate |
| | <input type="checkbox"/> Give Speech (*See Below) | <input type="checkbox"/> Key to the City | <input type="checkbox"/> Goodwill Ambassador |
| | <input type="checkbox"/> Other
_____ | | |

Date Document is Required (Please allow at least 2-4 weeks for processing): _____

Organization/Individual/Event being honored: _____

*Speech Topic: _____ *Speech Length: _____

*Additional Info: _____

If the Mayor is not available to participate at the event, I request to ask an alternative City Council Member to represent the Office of the Mayor, **if possible**: Yes No

Please Note:

- The request status is not final until the reply is confirmed between the Mayor’s Office and the party requesting the appearance. **(Please allow two-four weeks for final confirmation of request)**
- The requesting party is responsible for notifying the Office of the Mayor of any event changes and/or expectations of the Mayor’s appearance/participation.
- **Keys to the City are presented by the Mayor, City Council Members or Other City Official only.**

I certify that all the information I have provided is complete and accurate, and I authorize the Office of the Mayor of the City of Corpus Christi to edit the proposed text of any requested document, as they may deem appropriate. I understand that submission of this request does not ensure the issuance of a ceremonial document and that any document that is issued is ceremonial in nature and has no legal authority.

Signature: _____ Date: _____