

REQUEST FOR CEREMONIAL DOCUMENT  
FROM  
THE HONORABLE ARNEL D. BOLDEN  
CITY OF CANTON

**CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETEING THE REQUEST FORM**

- All requests go through an internal review and approval process
- Requests for ceremonial documents are limited to one per individual and/or organization per year.
- Submitting a draft for the document requested will expedite the process
- Email, fax, or mail the request A MINIMUM OF 30 DAYS PRIOR TO EVENTOR PRINTING DEADLINE TO:

**Attention: Ceremonial Documents**

Mayor's Office of Communications  
226 East Peace Street  
Canton, MS 39046  
Fax Number: 601-391-7724

Note: After faxing, email [ceremonialdocuments@cityofcantonms.com](mailto:ceremonialdocuments@cityofcantonms.com) to confirm receipt.

- There should be only one contact person per request.
- Documents will remain with MOC for 30 days after the due date. After 30 days they will be destroyed.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Person \_\_\_\_\_ Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

Person/Organization Recognized \_\_\_\_\_

Does the person reside or is the organization located in Canton? \_\_\_\_\_

If no, document cannot be processed.

Today's Date \_\_\_\_\_ Date of Event/Occasion \_\_\_\_\_ Printing Deadline (If applicable) \_\_\_\_\_

Highlight 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 submit information on separate pages. )

Do you need a photograph of the Mayor to be included in a publication for the event?  Yes  No

Please select one of the options listed below

When my ceremonial document is completed, please mail to the following  
Name \_\_\_\_\_ Address \_\_\_\_\_

When my ceremonial document is completed, please call the following for pick-up  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_

When my ceremonial document is completed, please email it to the following  
\_\_\_\_\_