



## **City of West Columbia** **Ceremonial Letters**

A "ceremonial letter" will be issued for programs, brochures, and other publications related to events/conferences/conventions taking place in West Columbia, as a congratulatory letter for professional celebrations or retirements, to acknowledge family or class reunions, or to welcome a group to West Columbia. The decision to write a ceremonial letter is made completely at the discretion of the Mayor, and he and the City Administrator reserve the right to deny requests for ceremonial letters at any time. Ceremonial letters are issued on a "rolling" basis and are prepared by the City Clerk and include the signature of the Mayor.

### **What are the criteria for a ceremonial letter request?**

- ALL applications for a ceremonial letter must be submitted at least thirty (30) days prior to the event. Requests should be submitted to the City Clerk's office by mail, e-mail, fax or in person.
- Requests must be made on an annual basis.
- Multiple requests from the same organization may not be honored in the same calendar year.
- Requests that are similar to resolutions or proclamations that have already been issued may be denied.
- Ceremonial letters shall not be used as part of an advertisement or commercial promotion without the express written permission of City Council.

### **Who can make a ceremonial letter request?**

Ceremonial letters must have a direct relationship to West Columbia citizens, events, achievements, services, or noteworthy causes. The decision to issue a ceremonial letter is completely at the discretion of the Mayor, and he/she and the City Administrator reserve the right to deny requests at any time.

### **How should a ceremonial letter request be made?**

Requests can be mailed, e-mailed, faxed or hand-delivered. Because of the large volume of requests, we cannot honor phone requests.

Mail Requests to:  
Crystal Bouknight  
City Clerk  
200 N. 12<sup>th</sup> Street, 2<sup>nd</sup> Floor  
West Columbia, SC 29169

Email Requests to:  
[cbouknight@westcolumbiasc.gov](mailto:cbouknight@westcolumbiasc.gov)

Fax Requests to:  
(803) 939-8607

**For more information, please email [cbouknight@westcolumbiasc.gov](mailto:cbouknight@westcolumbiasc.gov) or call 803-939-8608.**



### **Ceremonial Letter Information**

Required fields are marked by an asterisk (\*).

\*Name: \_\_\_\_\_

\*Phone (day): \_\_\_\_\_ Phone (evening/cell): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Unless advised otherwise, all contact regarding this request will be to the above-listed person.

\*Title of Ceremonial Letter: \_\_\_\_\_

\*Date letter is needed: \_\_\_\_\_

\*Purpose of the letter (background of the person, event, or organization):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

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### **INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.**

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☐ Approved

☐ Not Approved

Approved By: \_\_\_\_\_

Date Request Received: \_\_\_\_\_ Date to be Introduced: \_\_\_\_\_

☐ Presentation: \_\_\_\_\_

Please forward completed form to the City Clerk  
West Columbia City Hall | 200 N. 12<sup>th</sup> Street, 2<sup>nd</sup> Floor | West Columbia, SC 29169  
Fax: (803) 939-8607  
Email: [cbouknight@westcolumbiasc.gov](mailto:cbouknight@westcolumbiasc.gov)