



**CITY OF CORPUS CHRISTI  
OFFICE OF THE MAYOR**  
1201 Leopard Street, Corpus Christi, TX 78401  
361-826-3100 Fax: 361-826-3103

**MAYORAL REQUEST FORM**  
**(Please submit 4-6 weeks in advance of event)**

**E-mail: [mayoralrequest@cctexas.com](mailto:mayoralrequest@cctexas.com)**

Requesting Organization: \_\_\_\_\_

Event/Occasion: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ *Mobile Phone* \_\_\_\_\_  
*at Event:* \_\_\_\_\_

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

Day of Week and \_\_\_\_\_ *Time of EVENT*

Date of Event: \_\_\_\_\_ (Start & End Time): \_\_\_\_\_

**Time MAYOR is Requested (Start & End Time):** \_\_\_\_\_

**(Please provide 30-minute window, Example: 8:30AM - 9:00AM)**

Location & Parking: \_\_\_\_\_  
(Please be specific. Ex: room number, physical address, etc.)

<b>Action Requested</b>	<input type="checkbox"/> Proclamation <i>(max of 250 word count)</i>	<input type="checkbox"/> @ Council Meeting Tues. 11:15 AM on Date: _____ <i>Exceptions: 1<sup>st</sup> Tuesdays of Month/Workshops</i>	Date: <b>OR at the Event?</b> _____
	<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: \_\_\_\_\_

## MAYORAL REQUEST FORM INSTRUCTIONS

Complete and submit a request form if you would like an appearance by the Mayor / Council at your event or a ceremonial document. Below are general descriptions of your options. Please review the descriptions prior to submitting your request. **Requests should be submitted 4-6 weeks prior to your event. Once submitted, please allow 1-2 weeks for confirmation.**

### Appearance Requests

- **Attend as Guest or honoree** – You would like the Mayor / Council to attend your event but you have no expectations of a speech or ceremonial actions.
- **Welcome Speaker or Welcome Greeting at event** - You would like the Mayor / Council to speak in a casual format for 5 minutes or less, welcoming a new business/event or prominent guest to the City of Corpus Christi. You will need to provide an agenda or “run of show”.
- **Keynote Speaker** – You would like the Mayor / Council to speak in a formal setting for more than 10 minutes about a specific event or core message. You are asked to provide detailed talking points and an overall theme.
- **Short Remarks Speaker** - You would like the Mayor / Council to speak in a casual format for about 5 to 10 minutes about a specific event or particular message. You are asked to provide brief talking points
- **Ribbon Cutting** – You would like the Mayor / Council to participate in the opening ceremony of a new business, building, or similar public site.
- **Groundbreaking** – You would like the Mayor / Council to participate in a ceremony recognizing the start of construction for a new business, building or similar public site.
- **Present Proclamation** – You would like the Mayor / Council to give a 2 to 3-minute casual speech recognizing your organization; read your organization’s proclamation; and present the proclamation to your organization’s representative. Due to space limitations, you may request a proclamation be presented at a City Council meeting or at your event. We are sorry to say we will not be able to do both. *Note: Proclamation requests will be considered incomplete without appropriate verbiage. Proclamations presented outside of a council meeting must be picked up by a representative of the requesting organization PRIOR to the event date. You must bring it to the event for presentation.*
- **Present Key to the City** - You would like the Mayor / Council to give a 2 to 3 minute informal speech recognizing a special guest, notable visitor, dignitary, etc. as well as present a Key to the City of Corpus Christi. *Note: Keys to the City are reserved for dignitaries visiting our city for a designated purpose. Citizens from Corpus Christi by virtue of residency, past or current, are presumed to already have the Key to their City and are not eligible to receive another Key to the City.*

## Ceremonial Document Requests

- **Proclamation** – prepared for a local organization in observance of a specific occasion, day, week or month (Ex: Safe Driving Day, Good Nutrition Week, American Heritage Month). You will be required to submit proclamation verbiage. Due to space limitations, you may request a proclamation be presented at a City Council meeting or at your event. We are sorry to say we will not be able to do both. *Note: Proclamation requests will be considered incomplete without appropriate verbiage. Proclamations can be presented at City Council Business Meetings, held every Tuesday at 11:30am with the exception of the 1<sup>st</sup> Tuesday of each month. If the proclamation is to be presented outside of a council meeting, it must be picked up by a representative of the requesting organization PRIOR to the event date. You must bring it to the event for presentation.*
- **Certificates of Commendation** – prepared for general events such as significant anniversaries, prominent retirements, when a Corpus Christi citizen has made a significant contribution to our community, etc. You will be required to submit certificate verbiage. Due to space limitations, you may request a commendation be presented at a City Council meeting or at your event. We are sorry to say we will not be able to do both. *Note: Certificate of Commendation requests will be considered incomplete without appropriate verbiage.*
- **Goodwill Ambassador Certificate** – prepared to recognize a Corpus Christi citizen or group who has state-wide, national or international distinction and promotes the goodwill of the city of Corpus Christi.
- **Honorary Citizen** – prepared for a foreign diplomate visiting the City of Corpus Christi.