

Request a Mayoral Letter or Proclamation

Citizens can request a Mayoral letter or proclamation to commemorate special events. Requests will go through an internal review process, so it is necessary to submit your request at least one month prior to the date the document is needed to insure timely issuance.

Letters

The Mayor's Office offers letters for conferences, conventions, seminars, professional celebrations, significant birthdays and/or anniversaries. In order to prepare the letter in a timely manner, the following information is required:

- The title or nature of the event
- The specific date of the event
- The date the letter is needed
- A brief history of the organization or a biographical summary of the person as well as any other pertinent information
- The name, address and telephone number of the requestor
- An indication of whether the proclamation should be mailed or will be picked up

Requests for a Mayoral letter may be sent to the City Clerk's Office via email at slamar@northaugusta.net. A request may also be delivered to 100 Georgia Avenue, or mailed to P.O. Box 6400, North Augusta, SC 29861. The Mayor's Office reserves the right to modify or deny any request.

Proclamations and Commendations

Proclamations may be issued for civic celebrations, non-profit organizations, and significant events with importance to the citizens of North Augusta. Proclamations taking sides in matters of political controversy or addressing personal convictions will not be issued. Proclamations may recognize a day, week or month. The Mayor's Office reserves the right to modify or deny any proclamation request. In order to have a proclamation prepared in a timely manner, a proclamation request must be made in at least one month before issuance.

In order for the Mayor to issue a commendation in honor of an individual, the following information is required:

- The date the document is needed
- Biographical information for the individual
- Significant contributions of the individual
- The date and type of event being planned for the individual
- The name, address and telephone number of the requestor

Submitting Your Request For Proclamations and Commendations

To have a proclamation considered for issuance by the Mayor, send an email to the City Clerk, slamar@northaugust.net which includes draft language or a sample proclamation. A request may also be delivered to 100 Georgia Avenue, or mailed to P.O. Box 6400, North Augusta, SC 29861. Requests should be submitted one month in advance. The issuance of a proclamation does not constitute an endorsement by the City of North Augusta.

