

## HONORARY CERTIFICATE NOTICE OF INTENT

Councilmember(s).....	
Recipient(s).....	
Summary of Certificate.....	
Staff Contact Person & Ext. No. ....	
Council Floor Presentation Date..... <b>(Text due Thurs. prior to Wed. meeting)</b>  <b>OR</b>	Please indicate the estimated number of individuals for picture taking purposes ____.
Outside Presentation Date ..... <b>(Text due two working days prior)</b>	
No. of additional Certificates .....	
<b>Please check if Certificate will be framed:</b>	

**REMINDERS:**

1. To ensure your certificate is processed, be sure your email is addressed to the Clerk's Office staff:  
**Sherry Arca, Darcie Nago & Pearlene Otto**
2. Your email "sent" date is the official receipt date of the intent form.
3. Text for certificates should be in MS Word, Arial 11.
4. **DEADLINES FOR TEXT:**  
     Floor Presentation – 4 p.m. on Thursday prior to the Council meeting  
     Outside Presentation – Two (2) working days prior to presentation date
5. The order of program presentation is determined by email "sent" date of **text** (not intent form).
6. **Councilmembers and honorees should be present in the Council Chamber by 8:30 a.m. for picture taking.**
7. Presentation of certificates begins promptly at 9 am.
8. Total number of certificate presentation may not exceed 9 per meeting. (1 per councilmember or councilmember may give their slot to another councilmember so long as the total number of certificate presentations does not exceed 9 per meeting.)
9. Oral presentation whether by multiple introducers or for multiple honorees should not exceed 5 minutes.
10. Councilmembers will be charged \$3.00 from their contingency allowance for each Certificate **over** the **60** allowed.

**FOR CLERK'S OFFICE USE ONLY.**

Program NOI                      Program TEXT  
 Program & Certificate        Script