

PROTOCOL DOCUMENTS

SUMMARY

Numerous ceremonial or protocol documents are available for citizens, groups and special events through the Protocol Division. The procedure below explains what documents are available and how to request them.

PROCEDURE

Types of Documents

1. Proclamation: Designates a specific day, week, month, or year for an individual, group, event, or purpose.
2. Commendation: Recognizes individuals/groups who exhibit exceptional strength of mind and/or spirit toward humankind; used in recognition of outstanding accomplishments (Note: SPECIAL OBSERVANCES.)
3. Sympathy Resolution: Signed by the requesting Commissioner, the Chairman and the Mayor's Office expressing condolences to bereaved families on behalf of Miami-Dade County.
4. Certificates of Appreciation: Personalized, document which extends appreciation for services rendered to the community. Recipient's name attractively printed. (Note: SPECIAL OBSERVANCES.)
5. Distinguished Visitor Certificate: Personalized, document which recognizes visiting dignitary or official. Recipient's name attractively printed.
6. Birthday Scroll: Personalized document which extends birthday wishes and greetings. Recipient's name attractively printed.

Method of Request

1. Protocol Division must receive written request (including all pertinent information) at least five working days before the required delivery time. Emphasis is placed on the importance of submitting correctly spelled names. These and all accompanying information must be typed.

The foregoing also applies to all requests.

2. Written request should include the following:
 - a. For an individual, here are some of the items that could be mentioned:
 1. Outstanding academic and professional achievements.
 2. Civic and professional affiliations.
 3. Honors and awards received.
 4. Hobbies, interests.
 5. If person has served in the military, indicate branch of service, theater of war/conflict in which the individual was engaged.

- b. For an event, here are some of the items that could be mentioned in the narrative:
 - 1. Type or purpose of event, main theme, i.e., patriotic, cultural, fundraiser, etc.
 - 2. Celebrities involved or name of keynote speaker.
 - 3. Organizations/civic groups benefiting from event.
 - 4. Date and location of event.A "contact person" and telephone number must always be included for follow-up purposes.
- c. Various types of trinkets are also available to be distributed to individuals or groups.

Special Observances

A County employee can be recognized only when he or she is retiring with a Proclamation, any other instances a Certificate of Appreciation will be given.

National or Statewide events must be first initiated at those levels before being locally proclaimed.

CONTACT(S):

Department/Division

Office of the Chair/Protocol Division

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