



ANNIVERSARY/SPECIAL EVENT REQUEST

Upon request, Loyalist Township recognizes it's residents by providing either a framed certificate or engraved plaque for special occasions as outlined below. These requests will be processed ONLY upon receipt of a completed request form. Requests take approximately **2-3 weeks** to process so please provide as much notice as possible.

Special Anniversaries:

25th, 30th, 35th, 40th, 45th - A framed certificate will be prepared.
50th, 60th, 70th - An engraved plaque will be prepared.

Special Birthdays:

90th, 95th, 100th - An engraved plaque will be prepared.

Please complete all of the fields below in order to have your request processed:

EVENT: _____ Wedding Anniversary # _____ Birthday # _____

Date of event: _____ Actual date of anniversary/birthday: _____

Celebrant(s) name & address: _____

Date of request: _____ Is this event a surprise? Yes No

Certificate requested by (name, address & phone #): _____

Upon request, the Certificate may be presented by the Reeve, if available, or another member of Council.

Location, date and time for Council presentation: _____

Other relevant information: _____

If you would like to e-mail your request, please send to krousselle@loyalist.ca or fax to 613-386-3833 or mail to: Loyalist Township, Box 70, 263 Main St., Odessa, Ontario K0H 2H0. Thank you for your request.