



## ANNIVERSARY/SPECIAL EVENT REQUEST

Upon request, Loyalist Township recognizes its residents by providing either a framed certificate or engraved plaque for special occasions as outlined below. These requests will be processed 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:

25<sup>th</sup>, 30<sup>th</sup>, 35<sup>th</sup>, 40<sup>th</sup>, 45<sup>th</sup>  
50<sup>th</sup>, 60<sup>th</sup>, 70<sup>th</sup>

- A framed certificate will be prepared.
- An engraved plaque will be prepared.

### Special Birthdays:

90<sup>th</sup>, 95<sup>th</sup>, 100<sup>th</sup> (or as otherwise requested) - An engraved plaque or framed certificate 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 Mayor or another member of Council, if available.

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](mailto: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.