



PROCLAMATION REQUEST

All requests must be submitted in writing at least two weeks prior to a regular Council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The Mayor reserves the right and has the final decision to modify or deny any proclamation request, consistent with the above proclamation policy approved by Council

Date of Request: _____

Name of Requestor: _____

Address: _____ **City:** _____ **State:** _____

Telephone: _____ **Email:** _____

Brief Summary or Background of the Event, Organization or Person:

Minimum of Four (4) Points to be Included in the Proclamation:

Name and Date(s) of the Day, Week, Month or Event to be Proclaimed:

Date of Event for Proclamation: _____

Title of Proclamation: _____

Presentation of Proclamation (Please select one):

_____ Mayor to Present Proclamation at Event

_____ Pick up Proclamation from City Secretary

_____ Proclamation to be Presented at _____ City Council Meeting

_____ (Signature)

_____ (Date of Request)