

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 proclamation policy adopted by City Council on July 19, 2022

DATE OF REQUEST: _____

NAME OF PERSON REQUESTING: _____

ADDRESS/TELEPHONE/EMAIL:

BRIEF SUMMARY OR BACKGROUND OF THE EVENT OR ORGANIZATION:

FOUR POINTS TO BE INCLUDED IN PROCLAMATION:

NAME AND DATE(S) OF THE DAY, WEEK, MONTH, OR EVENT TO BE PROCLAIMED:

DATE OF EVENT FOR PROCLAMATION:

PRESENTATION OF PROCLAMATION (Please select one)

- REQUEST MAYOR TO PRESENT PROCLAMATION AT EVENT
- PROCLAMATION TO BE PICKED UP FROM CITY SECRETARY
- PROCLAMATION TO BE PRESENTED AT COUNCIL MEETING

(Proclamations presented at a meeting shall be sponsored by the Mayor, a Council Member, or City Staff.)