

## PROCLAMATION AND CERTIFICATE REQUEST

All requests must be submitted in writing at least 30 days prior to a regular City Council meeting date or of the event to be recognized. Submission of a proclamation request does not guarantee its issuance. The City Manager reserves the right and has the final decision to modify or deny any proclamation or certificate request, consistent with the proclamation policy adopted by the City Council.

DATE OF REQUEST: \_\_\_/\_\_\_/\_\_\_\_\_

NAME OF PERSON REQUESTING: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL: \_\_\_\_\_

BRIEF SUMMARY OR BACKGROUND OF THE EVENT OR ORGANIZATION:

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FOR A PROCLAMATION TO AN INDIVIDUAL, please attach a bio on the individual (*when and where they were born, how long have they been a City resident, the purpose of the recognition they are receiving, a description of the organization in which this individual belongs to if applicable, how long the individual has been active with this organization and or community, etc.*)

FOR A PROCLAMATION TO AN ORGANIZATION, please attach a history of the organization, and a summary of the recognition the organization is receiving.

FOR A CERTIFICATE TO AN INDIVIDUAL OR ORGANIZATION, please attach a brief summary of the recognition being received and the name of the individual or organization being recognized.

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

DATE OF EVENT FOR PROCLAMATION: \_\_\_\_\_

PRESENTATION OF PROCLAMATION OR CERTIFICATE (Please select one)

- Request Mayor to Present Proclamation or Certificate at Event
- Proclamation or Certificate to be picked up from the Office of the City Clerk
- Proclamation or Certificate to be presented at a City Council
- Proclamation or Certificate to be sent via U.S. Mail