



## PROCLAMATION REQUEST FORM

First and Last Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Name of Organization/Contact information/Email address/Phone number:

\_\_\_\_\_  
\_\_\_\_\_

**Are you requesting this Proclamation be read by the Mayor at a City Commission meeting?**

Yes

No

**What meeting date are you requesting your Proclamation to be read by the Mayor? (The City Commission meets the 2nd and fourth Mondays at 7pm) [click here for meeting schedule](#)**

\_\_\_\_\_

**Who will be in attendance to receive the Proclamation? (Please Include First and Last name).**

\_\_\_\_\_

**Will the Proclamation be read at an event and not at a City Commission meeting? If yes, please include the date, time, location of event.**

\_\_\_\_\_  
\_\_\_\_\_

**Are you requesting the Mayor be present to read this Proclamation at your event?**

Yes

No