

# Proclamation Request

Requests for a proclamation should be made at least 15 working days in advance of the event. Proclamations may be read at a City Council meeting (for which someone will need to be present to receive), at a community event, depending on the schedule of the Council, or forwarded to the requested party without a formal presentation. Original signed proclamations will be provided to the requesting party.

All requests for Proclamations will be reviewed on a case-by-case basis and the City reserves the right to decline any request received. Proclamations are not issued that:

- a. Promote campaigns, events or ideological and political beliefs
- b. Are for commercial/for profit
- c. Conflict with the federally recognized months, weeks, or days of observance

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Date of Request \_\_\_\_\_ Date of Event \_\_\_\_\_  
Requestor Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Requestor Contact email \_\_\_\_\_  
Organization \_\_\_\_\_  
Reason for Proclamation \_\_\_\_\_

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Public Reading/Signing at Council Meeting Yes/No Date \_\_\_\_\_

Event Specifics / Request Details:

*Requestor is asked to provide draft language for the proclamation. Draft language submitted may be edited or revised without notice, at the discretion of the City. Please include any fliers, history, clauses, sample proclamation, and/or any other additional background information you wish to be included in the proclamation.*

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