



CITY COUNCIL PROCLAMATION / RESOLUTION PROCEDURE

All proclamation/resolution requests must be directed to the City Council's Office for approval at least 10 business days before the proposed date for the proclamation /resolution unless it is for a funeral.

Proclamations Generally Requested:

- Birthdays – the person must be at least 75 years of age
- Wedding Anniversary – must be 25 years or more
- Church Anniversary or Pastor's Anniversary – must be 25 years or more
- Special Recognition, Non-Profit
- Special Recognition, Outstanding Citizen

Resolutions Generally Requested:

- Retirements – the person must have been employed with his/her current employer for 25 years or more and lived within the city limits of Mobile
- Deaths – the person must have been a resident in the city of Mobile, AL

Proclamations are not issued for commercial purposes, political issues, advertisements, backdated events, etc. The City Council will make the final decision on whether a proclamation or resolution is issued.

To Submit a Request:

Please send an email with **“Request for Proclamation or Resolution”** in the subject line to citycouncil@cityofmobile.org or print and mail the request form to the City Council's Office, Attn: City Council P.O. Box 1827, Mobile, AL 36633-1827

***You will be notified by phone or email whether your request has been approved or denied and when it is ready to be picked up.**

We will include as much of the information provided, but the final document will be edited due to space constraints

**If you have any questions/concerns, please contact the City Council's Office at
(251) 208-7441**



CITY COUNCIL PROCLAMATION / RESOLUTION REQUEST

CONTACT PERSON INFORMATION: (PRINT ONLY)

Name of contact person: _____

Street address: _____

(Include City, State, and Zip code)

Phone number: _____

Email address: _____

PROCLAMATION / RESOLUTION INFORMATION FOR HONOREE

Name of individual, group or organization:

Name or title of event:

Date of event: _____

Pickup request date: _____

PROCLAMATION INFORMATION NEEDED: (PRINT ONLY)

Organization / Mission:

Organization / Background:

Why Person / Group is being honored:



RESOLUTION INFORMATION NEEDED: (PRINT ONLY)

Birth city: _____ **Birth date:** _____

Death date: _____

Place where service will be held: _____

Church membership: _____

Education history:

Career history:

Civic groups / Nonprofit / Activities:



Living relatives: (immediate family)

Preceded in death by family members:

Submit additional pages if needed

Please attach any flyers or obituaries

Additional comments:
