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:

______________________________________________________________________________

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