



MAYORAL PROCLAMATIONS & CERTIFICATE REQUEST FORM

V2 | 10.26.22

All proclamation/certificate requests must be directed to the Communications Department for approval at least 14 business days prior to the proposed date for the proclamation/certificate.

You will be notified whether your request has been approved or denied. Decisions to move forward with the development and signage of proclamations will be determined by the Director of Communications. The Communications Department will make recommendations to the Mayor's office on the activity in which the proclamation is disseminated.

Requester Information:

Full Name: _____

Street Address: _____

State: _____ Zip Code: _____

Phone Number: _____ Additional Phone Number: _____

Email Address: _____

Proclamation/Certificate Information:

Name of Individual/Group/Organization: _____

Name or Title of Event: _____

Date of Event (14 Day Notice Required): _____

Pick Up Request Date: _____

Information to be listed on
Proclamation/Certificate (limit
to 140 characters or less):

Additional Comments/
Requests: