



CITY COUNCIL PROCLAMATION / RESOLUTION REQUESTS INFORMATION

All proclamation/resolution requests must be directed to the City Council's Office for approval at least 7 business days before the proposed date for the proclamation/resolution.

Proclamation Generally Requested:

- Birthdays – the person must be at least 80 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 or an 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, AL
- Deaths – the person must have been a City of Mobile resident

Proclamations are not issued for commercial purposes, political issues, advertisements, backdated events, etc. The City Council's Office 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, 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 it will be edited due to space constraints. Please include a copy of any additional information such as an obituary or event flyer. Please be sure writing is legible and double check the spelling of names before submitting

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



CITY COUNCIL PROCLAMATION / RESOLUTION REQUEST FORM

PLEASE PRINT LEGIBLY

CONTACT/REQUESTING PERSON'S INFORMATION:

Name: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

INFORMATION OF HONOREE:

Name of Individual, Group or Organization: _____

Occasion or Title of Event: _____

Date of Event/Service: _____ Pickup Request Date: _____

Name and Address of establishment where service/event will be held: _____

Most Recent/current Address (must be within Mobile CITY limits (used to determine CITY council district): _____

Honoree's Birthday/Anniversary or Organization's Founding Date: _____

Honoree's Birthplace or city organization was founded in: _____

Why Person/Group is being honored (**Proclamation Only**): _____

Mission Statement or Brief History (**Organization(s) Only**): _____



FOR INDIVIDUAL HONOREES ONLY:

Church Membership and activities/positions within the church (ex: choir, deacon, etc.):

High School Name: _____ **City/State:** _____

College/Technical Schools attended with city/state and degrees or areas of study: _____

Brief Career History (Employer or Trade, years employed, position, retired? etc.): _____

Awards Received/Special Recognitions: _____

Civic Groups/Nonprofit/ Activities/Hobbies: _____



ADDITIONAL INFO NEEDED FOR RESOLUTIONS ONLY:

Date of passing (**Resolution Only**): _____

Birth Father: _____ Still Living? _____

Birth Mother: _____ Still Living? _____

Are above listed parents **currently** married to each other? _____

IMMEDIATE FAMILY that has preceeded honoree in death (Parents, siblings, children, grandchildren only- FIRST AND LAST NAMES and RELATION ONLY): _____

LIVING RELATIVES remaining to cherish the honoree (FIRST AND LAST NAMES ONLY and RELATION. City/State if not of Mobile, AL only. Parents, siblings, children, grandchildren, aunts/uncles only): _____

****All content provided will be edited for space at the discretion of the Council's office****