

<u>CITY COUNCIL PROCLAMATION / RESOLUTION REQUESTS INFORMATION</u>

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 <u>City</u> 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 <u>citycouncil@cityofmobile.org</u> 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

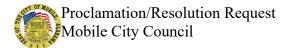
<u>CITY COUNCIL PROCLAMATION / RESOLUTION REQUEST FORM</u> <u>PLEASE PRINT LEGIBLY</u>

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:

urch Membership and activities/positions within the church (ex: choir, deacon, etc.):	
City/State:	
with city/state and degrees or areas of study:	
Trade, years employed, position, retired? etc.):	
ons:	
Hobbies:	



ADDITIONAL INFO NEEDED FOR RESOLUTIONS ONLY:

Date of passing (Resolution Only): Birth Father: _____ Still Living? _____ Birth Mother: _____ Still Living? _____ Are above listed parents <u>currently</u> married to each other? **IMMEDIATE FAMILY** that has <u>preceded</u> 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