PROCLAMATION REQUEST FORM

Requests for proclamations must be submitted at least two weeks prior to the required date or council meeting date. Council meetings are held Tuesday afternoon at 3:00 p.m.

1. Proclamation type: ☐ **Executive** *(answer 2-5)* ☐ **Joint Executive/Council** *(answer 2-7)*

2. Title of proclamation: : _____

_____

3. Purpose of proclamation: _____

_____

_____

4. Individual, agency or organization sponsoring proclamation: _____

_____

5. Requested by: _____
Name

_____
Address

( ) _____
Phone E-mail Address

6. Council meeting date requested: _____

7. Individual or representative attending Council meeting to receive proclamation:

_____

Attach a draft copy of your one page proclamation along with this request form and return to the Communications Department, ATTN: Lillian Allred by either:
- *Fax:* (253) 798-6628; or
- *Mail/In person:* 930 Tacoma Ave. S., Room 737 Tacoma, WA 98402

For Communications Use:

Date Request Received: _____ *Format:* E-mail Fax Mail In Person

Approved: Yes No *Applicant Notified:* Yes No *Date Proclaimed:* _____