



## Office of the City Manager

1275 Main Street | El Centro, California 92243

Phone: (760) 337-4540 | Fax: (760) 352-6177 | [www.cityofelcentro.org](http://www.cityofelcentro.org)

### Proclamation Request Form

Please fill in the appropriate information.

**Requests must be submitted two (2) weeks prior to the event/celebration.**

1. Today's date: \_\_\_\_\_

2. Due date: \_\_\_\_\_

3. Contact information of person making the request:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Cell and/or best daytime phone: \_\_\_\_\_

Email address: \_\_\_\_\_

4. Will this proclamation be presented at a Council Meeting? \_\_\_\_yes \_\_\_\_no

5. Will this proclamation be presented at an event/celebration? \_\_\_\_yes \_\_\_\_no

6. Please provide date, time, and location of event/celebration: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Will this be picked up at City Hall? \_\_\_\_yes \_\_\_\_no

If you are unable to pick up the proclamation, please provide an address where it can be mailed:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

8. Specific title of what will be proclaimed (full name of person, event or organization to be celebrated): \_\_\_\_\_

9. Date being proclaimed: \_\_\_\_\_

10. Please provide a minimum 200 word biography on individual/group being honored — this information will be used in the *Whereas* clauses— and the reason for recognition:

If you have any questions about the application process, please contact the City Manager's Office at (760) 337-4540. Please return this application by mail to the City Manager's Office, 1275 W. Main Street, El Centro, CA 92243, or by fax to (760) 352-6177, or by email to [publicinfo@cityofelcentro.org](mailto:publicinfo@cityofelcentro.org).

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**For Office Use Only:**

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Applicant Notified \_\_\_\_\_

Date Presented \_\_\_\_\_