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.

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**For Office Use Only:**

Date Received____________________

Approved _______  Not Approved _______  Applicant Notified _______

Date Presented __________________________