



PROCLAMATION REQUEST FORM

Proclamations are public announcements or recognitions directing attention to local residents, organizations or events. Proclamations are not statements of policy. The Mayor, without formal action of the City Council, may issue proclamations on behalf of the City Council that adhere to these guidelines and are among the proclamations approved on the attached list. Proclamations can be sent to the requestor or presented at a City Council meeting as arranged with the requesting body and at the Mayor's discretion. Proclamations not included on the attached list may be submitted and brought forth to the City Council for consideration. Proclamations approved by the City Council are authorized to be added to the approved list without further City Council action. **Requests for proclamations should be submitted at least Thirty (30) Days in advance**

Date of Request

Date needed

Time of event

Event Location

Requestor Name

Organization

Address

City

State

Zip

Email

Phone

Please specify below whether you would like the proclamation mailed to you or if you will accept in person

Name of the person who will be in attendance at the Meeting to accept the proclamation _____

If no-one will be in attendance would you like the proclamation mailed to you yes(inc mailing address below) no

Mailing Address _____

A brief history of the organization or a description of the purpose, goals, motto or theme of the event is required to complete the proclamation. If funds are to be raised, who will benefit from the event, and what will take place during the time of celebration/recognition, including dates and times, are required to be included.

A sample proclamation is highly recommended to expedite the process.

You may also submit requests to:

City of Oakley
City Clerk's Office
3231 Main Street | Oakley, CA 94561
phone: (925) 625-7000 | fax: (925) 625-9859
city clerk@ci.oakley.ca.us