

**PROCLAMATION REQUEST**

TOPIC OF PROCLAMATION (EVENT, PERSON, CAUSE BEING RECOGNIZED):

PLEASE DESCRIBE YOUR REASONS FOR REQUESTING THIS PROCLAMATION:

PURPOSE OF PROCLAMATION:

- ☐ Recognize Community Member(s) or Organization
- ☐ Ask for Community Support for Local Cause
- ☐ Announce Local Event

INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE REQUEST:

COUNCIL MEETING DATE REQUESTED: _____

DO YOU REQUEST THE DOCUMENT BE?

- ☐ Read at a City Council Meeting
- ☐ Mailed to the Address Below
- ☐ Held for Pick up at City Hall

INDIVIDUAL OR REPRESENTATIVE ATTENDING COUNCIL MEETING TO RECEIVE THE DOCUMENT:

Name	Title	Phone # and email address
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REQUESTED BY: _____

Name

Email

Address

Phone

Please attach copy of your proposed proclamation to this application and email the City Clerk at awarhol@kenmorewa.gov. Requests Proclamations must be submitted at least three (3) weeks prior to the requested Council Meeting date.

For Office Use Only

Date Request Received: _____

Approved: _____ Not Approved: _____ Applicant Notified: _____

Council Meeting Date: _____