



PROCLAMATION REQUEST FORM

Requests for proclamations to be presented at a Cloverdale City Council meeting must be submitted to the City Clerk's Office at least 4 WEEKS in advance of the Council meeting date. All fields are required. Incomplete forms will be returned to the sender. Additional attachments are NOT accepted. Date's are based on availability and we reserve the right to edit proclamations for content and length. Download this pdf, enter the form fields, press the Submit button when finished; or email the filled out form to cityclerk@ci.cloverdale.ca.us

Contact name:

Email address:

Phone:

Mailing address (incl. city, state, zip):

City Council Meeting Date Requested:

Proclamation Title:

Brief Description:

Proclamation verbiage - **Enter text below - DO NOT PUT "SEE ATTACHED"**
(PLEASE NO FORMATTING - No indentations, no extra line spacing, etc. 250 words max):

Name of person accepting:

Title of person accepting:

Once the City Manager and Mayor approve the request, the proclamation will be scheduled and additional instructions will be provided by the City Clerk's office via email to the requester.

Questions can be directed to cityclerk@ci.cloverdale.ca.us

Date submitted to City Clerk:

Note - the submit button will only work if you download the pdf first. You won't be able to submit from a web browser.