



CITY OF ALEXANDRIA PROCLAMATION REQUEST FORM

Name of Individual/Group/Organization Requesting Proclamation:

Name of the Proclamation:

Date of the Proclamation (when will it be presented):

Please provide language for:

- Introduction: Suggest no more than three sentences as an introduction to your proclamation.

- WHEREAS: Suggest 3 "WHEREAS" with no more than three lines of details for each. This information should include background, important highlights, and specific details for the event/individual.

- Conclusion. Suggest no more than three sentences as a conclusion to your proclamation.

Provide the exact language you would like in your proclamation. The Executive Aide to the Mayor will use your language and will only ensure accuracy. This is to ensure an efficient process. You will be able to approve the proclamation before Mayor has final

approval. The Executive Aide to the Mayor will not review more information than required.

Contact Information

Name: _____

Address (if proclamation is to be mailed):

Phone Number:

Email Address: _____

Date you would like to receive the proclamation by in-office pickup: _____

OR

Date you would like to receive the proclamation by mail: _____

Requests for proclamations MUST be submitted in writing 3 weeks prior to the date of pickup/delivery. Otherwise, there is no guarantee your proclamation can be completed. The proclamation request form MUST be filled out for every proclamation request. Please reach out with any questions and return the form to the Executive Aide to the Mayor at christine.macey@alexandriava.gov.