

## Mayor-President Proclamation Request

**Please fill out all applicable form fields and send to [comsoffice@lafayettela.gov](mailto:comsoffice@lafayettela.gov).**

*Note: Proclamation requests should be made at least 2 weeks in advance.*

Date Submitted

Contact Name

Organization, If Applicable

Phone Number

Email Address

### Proclamation Information

Title of Event/Person/Commendation the Proclamation is Celebrating

Date to be Proclaimed

Please provide a statement of the purpose of the proclamation:

Please provide a statement describing presentation/delivery of the proclamation. If requesting the Mayor-President to present and she has a schedule conflict, can another person from the administration present it on her behalf?

Need Proclamation Presented

Will Pick Up Proclamation

Previously-issued proclamation? If so, when? By whom?

How many copies will you need?

## Proclamation Information Contd.

**Please provide no more than 6 short paragraphs that can be used with “Whereas” preceding them.**

“Whereas” Clause 1:

“Whereas” Clause 2:

“Whereas” Clause 3:

“Whereas” Clause 4:

“Whereas” Clause 5:

“Whereas” Clause 6: