

PROCLAMATION REQUEST FORM

Office of the Mayor, City Hall, 200 West Fifth Street, Greenville, NC 27834 Fax: 252-329-4435

Please print, complete your request form, and submit the hard copy via fax, mail, or hand delivery.				
DATE OF REQUEST:		DATE WHEN PROCLAMATION IS NEEDED:		
FULL NAME OF PERSON REQUESTING PROCLAMATION:				
ADDRESS:				
CITY:		STATE:		ZIP CODE:
TELEPHONE:		EMAIL:		
BRIEF SUMMARY AND/OR BACKGROUND OF THE EVENT OR ORGANIZATION:				
NAME AND DATES OF THE DAY, WEEK, OR MONTH TO BE PROCLAIMED:				
PROPOSED TEXT FOR THE PROCLAMATION:				
ACTION TO BE TAKEN WHEN THE PROCLAMATION IS READY FOR PICKUP:	<input type="checkbox"/> CALL	<input type="checkbox"/> EMAIL	<input type="checkbox"/> MAIL PROCLAMATION TO:	