



PROCLAMATION REQUEST FORM

Office of the Mayor, City of Greenville, City Hall, 200 West Fifth Street, Greenville, NC 27835

Fax: 252-329-4435

Please complete your request form, and submit via e-mail, fax, mail or hand delivery

NOTE: Requests will go through an internal review process, so it is necessary to submit your request at least *two weeks* prior to the date the document is needed to insure timely issuance.

DATE OF REQUEST:

DATE WHEN PROCLAMATION IS NEEDED:

FULL NAME OF PERSON REQUESTING PROCLAMATION:

ADDRESS:

CITY:

STATE:

ZIP CODE:

TELEPHONE NUMBER:

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:

☐ CALL

☐ E-MAIL

☐ MAIL PROCLAMATION TO:

NOTE: Once signed by the Mayor, the original proclamation is returned to the requestor, a copy is sent to the Public Information Office to be broadcast on the Government Access Channel, and a copy is sent to The Daily Reflector newspaper. The issuance of a proclamation does not constitute an endorsement by the City of Greenville.