



Request for Proclamation

Date: _____

Do you wish to have the Proclamation read at a City Council Meeting? Yes _____ No _____
 (If yes, please complete entire document)

Do you wish to have the Proclamation mailed only? Yes _____ No _____

Title of Proclamation: _____

Name of Organization _____ Phone No. _____

Address: _____

E-mail: _____

Please email a copy of the wording that you would like included in the proclamation to:
city.clerk@prescott-az.gov

Council Meeting Information

Name of individual/s requesting to receive Proclamation at Council Meeting:

Date requested to have Proclamation read: First Choice _____

Second Choice _____

Approval from Mayor _____	Approval from Councilmember
	Approval from Councilmember
Council Date Proclamation Read:	

City Council Policy, Rule 4.C: Scheduling Agenda Items, describes how items of City business, as well as proclamations, are placed on Council meeting agendas: *The Mayor may place any item on an agenda for consideration or discussion by the Council. Any two (2) councilmen may place an item on the agenda for consideration or discussion by the Council.*

The Prescott City Council meets the second and fourth Tuesday of each month for a Study Session meeting at 1:00 p.m., and a Voting Meeting at 3:00 p.m. Meetings are held in the Council Chambers, 201 South Cortez Street, Prescott, AZ 86303, unless otherwise indicated on the meeting agenda.

Proclamations are by invitation of the Council. A request for a proclamation may be made by completing this form and returning it to the Office of the City Clerk, 201 South Cortez Street, Prescott, AZ 86303. Alternatively, the form may be faxed to: Attn: City Clerk's Office, (928) 777-1255; or e-mailed to: city.clerk@prescott-az.gov. The City Clerk's Office will convey to requesting individuals whether their request has been approved.