

Request for Proclamation Form

Proclamations are provided by the Mayor and City Council with the goal of honoring and celebrating events or increasing awareness of noteworthy issues among citizens across White Settlement. These public service documents are strictly honorary and are not legally binding. Proclamation requests are reviewed on a case-by-case basis. The City Secretary's Office reserves the right to decline any request for a proclamation as well as the right to make exceptions to the Guidelines Procedures for Proclamations. To submit an application for a proclamation, please review the Guidelines below and submit a completed Application for Proclamation Form.

Guidelines and Procedures

- Proclamations may recognize a day, week, or month.
- Proclamations must have some citywide or statewide significance.
- Proclamations are not automatically renewed. Requests must be made on an annual basis.
- Proclamations will not name specific organizations unless they are nonprofit.
- Proclamations are not issued to honor an individual person, nor are they issued for birthdays, retirements, weddings, or anniversaries. Certificate of Acknowledgement covers those items.
- Any draft language submitted may be edited or revised at the discretion of the City Secretary's Office.

*First Name: _____

*Last Name: _____

*E-Mail: _____

*Telephone: _____

*Organization: _____

*Address 1: _____

Address 2: _____

*City: _____

*State: _____

*Zip Code: _____

*Title of
Proclamation: _____

Request for Proclamation Form

Date(s) of
Provlamation:

*Deadline for
Proclamation

*Purpose of
Proclamation:

*Draft Language
of Proclamation:

Additional
Comments: