



# PROCLAMATION REQUEST FORM

**Mail to:**

Office of the Mayor  
Re: Proclamation  
107 E. Main Street  
Xenia, Ohio 45385

**Fax:** 937-374-1818

**Email:** mjohnson@ci.xenia.oh.us

**Hand deliver:** Michelle Johnson  
City Clerk

**PLEASE PRINT or TYPE. Complete the Request Form and submit copy via fax, mail, email or hand delivery.**

**Date of Request:**

**Date Needed:**

**Full Name of Requestor:**

**Mailing Address:**

**City:**

**State:**

**Zip:**

**Telephone Number:**

**Email:**

I Will Pick Up Proclamation

Please Mail Proclamation\*

I am requesting a Proclamation presentation at an event (please include name of event, date/time, and location):

I am requesting a Proclamation presentation at a City Council meeting. City Council meets on the second and fourth Thursday of each month at 6 p.m. Please list at least two upcoming meeting dates that would accommodate your request:

**\*If the Proclamation should be mailed to someone else, please provide the Name and Address of the recipient:**

**Brief summary and/or background of the event, organization, or individual:**

**Please use this space (or attach separately) a draft with the exact wording of the Proclamation to include at least four "whereas" clauses:**

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

(Examples of proclamations that have been issued can be found on our website. Search for *Proclamations*.)

**Name(s) and dates of the day, week, or month to be proclaimed:**

(Example: Thursday, May 30, 2019, proclaimed as John Doe Day in the City of Xenia OR the month of May 2019 proclaimed as Motorcycle Awareness Month)