

**Office of Mayor Virg Bernero
Proclamation Request Form**

Purpose of Proclamation:

Retirement Birthday Business Grand Opening/Ribbon Cutting Anniversary
Organization Historical Special Recognition Other

If other, please explain: _____

Date of Proclamation/Event Presentation: _____

Event/Program Location & Address: _____

Date Proclamation Needed: _____

Delivery of Proclamation: Please mail I will pick up at City Hall

Mayor's presence requested at presentation: Yes No
(If the Mayor's presence is requested please refer to Appointment/Event Form)

Full name of person/organization **receiving** proclamation: _____

Address: _____ City: _____ State: _____
Zip: _____ E-mail Address: _____ Phone: _____
Cell: _____

Full name of person **requesting** proclamation: _____

Address: _____ City: _____ State: _____
Zip: _____ E-mail Address: _____ Phone: _____
Fax: _____ Relation to person receiving proclamation: _____
Cell: _____

Briefly describe the purpose you would like the proclamation to serve or the message that you would like to convey: _____

Requests must be submitted 2 weeks in advance and include background information that will be used to prepare the proclamation such as educational history, employment history, family information, accomplishments, honors, clubs, affiliations, and any other pertinent information that will assist in the completion of the document.

Send Completed Request To:

Mail: Office of Mayor Bernero, 124 W. Michigan Avenue, 9th Fl, City Hall Lansing, MI 48933
Email: mayor@ci.lansing.mi.us
Fax: 517-483-6066