**MAYOR’S OFFICE PROCLAMATION REQUEST FORM**

***Proclamations are issued to individuals and organizations seeking recognition of events, awards, remembrances, and occasions that are of value or otherwise significant to the City or to the diverse citizens of Portland. Proclamations are made at the discretion of the Mayor.***

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| What is the title of this Proclamation (event, award, remembrance, etc.)?  |
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| Contact information of individual/group requesting this Proclamation: |
| Organization:Individual Contact Name:Phone Number:Email: |
| What is the requested issue date for the Proclamation? Proclamations must be submitted three weeks before the date proclaimed.  |
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| Which individuals/groups are drafting the Proclamation? |
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| Today’s Date (at least three weeks prior to date requested for proclamation to be issued):  |
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| Is a digital copy of the signed Proclamation being requested? |
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| Is a hard copy of the signed Proclamation being requested? If yes, where should it be mailed and how many copies? |
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| Are you requesting that this Proclamation be read at a City Council meeting? If so, what date and who are the guests (including emails) that would be presenting for 2-3 min each?  |
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| Is there another Commissioner, in addition to the Mayor, you are requesting this be introduced by? |
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**The Mayor’s Office and the City of Portland reserve the right to not grant a proclamation request. City Council’s agenda is limited and constrained for time.**

**Please return this form and a copy of the draft Proclamation to** proclamations@portlandoregon.gov **at least three weeks prior to the requested issue date.**