

Proclamation & Certificate Request Form

Please complete all sections of this form.

Name of Organization or Individual Being Honored:

Name of Sponsoring Organization (if applicable):

Name of Award:

Description of Award:

Name of Person Requesting Proclamation or Certificate: _____

Date & Time of Event: _____

Location of Event:

Where the Certificate Should Be Sent:

Would you like someone from our office to present this award? _____

If so, please provide contact information for the event coordinator:
