



Request for Issuance of Proclamation

The Mayor and City Council are pleased to issue proclamations for many worthwhile community activities and causes. However, hundreds of requests for proclamations are received and we must ask the person or organization making the request provide a short statement (not more than 100 words) that describes the reasons for the proclamation (i.e. anniversary, commendable public service, etc.)

Requesting Party:

Address:

Home Phone: _____ Work Phone: _____

E-mail address: _____

Name of Organization:

Check one:

I will pick up proclamation. Please advise when ready.

Please mail proclamation to above address.

Presented at the City Council Meeting of _____

Note: For presentation at a Council meeting, contact the City Clerk's Office to request authorization and schedule your proclamation.

Suggested "Name" of day, week, or month to be proclaimed: _____

Date(s) to be proclaimed: _____

Include separate sheet of not more than four (4) short "Whereas" paragraphs describing the reasons for the proclamation.

Return to: City Clerk's Office: 34009 Alvarado-Niles Road, Union City, CA 94587

Email: CityClerk@unioncity.org

Phone: 510-675-5448