**OFFICE OF MAYOR JERRY P. DYER**

**PROCLAMATION REQUEST FORM**

<table>
<thead>
<tr>
<th>Date(s) of Proclamation:</th>
<th></th>
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Requesting to proclaim a:  
- [ ] Day  
- [ ] Week  
- [ ] Month

Is this a request to reissue a proclamation from a previous year(s)?  
- [ ] Yes  
- [ ] No

If so, what was the date of the proclamation?  

Date Needed:  

Delivery of Proclamation:  
- [ ] Please mail  
- [ ] I will pick up  

(You will be notified when the document is ready to be picked up)

Contact Information:  
- Name:  
- Phone #:  
- E-Mail:  
- Alt. Phone #:  
- Address:  
- Organization:  

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

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Briefly describe how this proclamation will be used, displayed or distributed:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Requests must include draft language and/or background information that will be used to prepare the proclamation. Please submit all necessary information with this form.

**Send Completed Request To:**

Mail:  
Attn: Sarah Boren, Office of the Mayor, 2600 Fresno Street, Fresno, CA 93721

Fax #:  
(559) 621-8000

E-Mail:  
sarah.boren@fresno.gov