



## CITY OF TAYLOR

# PROCLAMATION REQUEST FORM

The City of Taylor will issue proclamations at no charge to recognize or increase awareness of an event, person, group, issue, achievement, or any other occasion within the city.

### General Guidelines

- All requests for proclamations must be made in writing through the City Clerk's Office.
- Applications for proclamations will not be accepted more than three months before the proposed City Council meeting and no later than 14 days before the proposed City Council meeting.
- The requestor must draft language and provide it to the City Clerk's Office for formatting.
- The requestor must also be present at the City Council meeting to receive the proclamation.
- The Mayor will make the final decision on whether a proclamation will be issued or not.

Before submitting a proclamation request, you must read the City's Proclamation Policy. Proclamation requests must be made no later than 14 days prior to the event due to agenda publishing deadlines.

To submit a request, fill out the requested information on pages 2 and 3, sign the form, and return to the City Clerk's Office:

**City of Taylor**

City Clerk  
400 Porter St.  
Taylor, Texas 76574

\*indicates a required field

## Proclamation Request Form

Please fill out all of the required information as thoroughly as possible. If you have any questions about this form, please contact the City Clerk's office at (512)352-3676.

**PLEASE PRINT CLEARLY.**

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**Requested Title for Proclamation\***

**Where do you want the proclamation to be presented?\* (select one)**

<input type="checkbox"/> Read at City Council Meeting	<input type="checkbox"/> Picked up
<input type="checkbox"/> Presented at another meeting or event	<input type="checkbox"/> Mailed to the requester

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**Requested Date of Presentation\***  
(or pick up if not being presented in a City Council Meeting):

**Alternate Requested Date**

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**Name of the Organization, Observance, or Individual Being Recognized\***

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**Organization Website address (if applicable)**

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**Contact Name\***

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**Contact Email\***

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**Contact Phone Number \***

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**Name of the person(s) who will attend the presentation of the proclamation or pick it up\***

\*indicates a required field

Information you want to include in the proclamation. Please be specific and include relevant dates, titles, histories, etc. (use back of page if needed)\*

**Please provide any additional information that will help us process your Proclamation request:**

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I have read the City of Taylor's Policy and Procedures for Requesting Proclamations and all information provided in this application and its attachments is true and correct\*

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Requestor Name (please print clearly)

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\*indicates a required field

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