



**City of Phenix City, Alabama
Office of the City Clerk**

Request for Proclamation

Proclamations shall be presented to organizations, whether nonprofit or not, for community or civic events such as, but not limited to, proclaiming a designated day, week, or month to promote awareness and/or participation in a community-related cause or event. Proclamations may also be presented to visiting dignitaries such as state, federal, and military officials.

Date: _____

Name of Requestor: _____

Phone Number: _____

Email: _____

Name of organization, event, or issue requesting the proclamation: _____

Reason for proclamation request: _____

Summary of organization, event, or issue requesting the proclamation (use additional sheets, if needed): _____

Date the proclamation is needed by: _____

Note: Please allow a minimum of 14 days for the review and distribution of the proclamation.