



## City of Lithonia Proclamation Request Form

The Mayor of Lithonia is pleased to issue proclamations for the many worthwhile community events and causes significant to the City of Lithonia. To request a proclamation, complete the Proclamation Application. All language is subject to review by the City of Lithonia, and we reserve the right to decline requests that fail to meet review guidelines.

Proclamations are ceremonial documents signed by the mayor of Lithonia. Proclamations are generally issued for:

- Raising public awareness on issues that directly affect the City of Lithonia Community
- To individuals or organizations whose actions or services are above and beyond the call of duty or extraordinary achievement
- Special honors (on recommendation of the mayor and members of the city council)
- Arts and cultural celebrations within the City of Lithonia
- Worthwhile community events of individuals/organizations residing in or doing business within the City of Lithonia.

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions
- Events or organizations with no direct relationship to the City of Lithonia
- Campaigns or events contrary to City policies

Special Notes:

- Only City of Lithonia residents or organizations that do work within the City are permitted to request proclamations.
- The City of Lithonia reserves the right to modify or deny any proclamation request.
- Individuals/Organizations are limited to receiving one proclamation per calendar year.
- More than one cause may be proclaimed simultaneously.
- An organization or individual does not have exclusive rights to the day, week, or month of their proclamation.
- When proclamation criteria are not met, an official letter may be issued.

Request Process:

- Requests must be made at least one month (30 calendar days) prior to the event.
- All requests must be made in writing using the Proclamation Application form.
- Email the completed form to Ashley Waters, City Clerk at [cityclerk@lithoniacity.org](mailto:cityclerk@lithoniacity.org)
- Proclamations received via any other method (phone, mail, fax, verbal) or to any person other than the City Clerk will not be honored.
- You may reach out to the City Clerk with questions or comments at 770-482-8136 ext. 124.

Reason for proclamation: \_\_\_\_\_

Proclamation Category (select one):

- Accomplishment
- Community
- Special Time (day, week, month)
- Anniversary Special
- Service Reunion
- Special Person
- Organization
- Church/Pastor
- Other

If other, please describe: \_\_\_\_\_

**Name and title (if applicable) of person or organization the proclamation will honor:**

\_\_\_\_\_

**Pertinent Dates**

Today's date: \_\_\_\_\_

*(Note: All requests MUST be received at least ONE MONTH (30 days) prior to the printing deadline.)*

Date proclamation is due (printing deadline): \_\_\_\_\_

Date of presentation/event: \_\_\_\_\_

Options for receiving proclamation?

Mailed vis USPS

Presented at Planned Event

Picked Up at City Hall

*(Presented at an event sponsored by the individual/organization subject to the availability of a city representative.)*

**Applicant Information**

Name of person requesting proclamation: \_\_\_\_\_

Applicant daytime or mobile phone number (required): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_

Applicant email address (required): \_\_\_\_\_

Contact person, if different from applicant: \_\_\_\_\_

Requested date of pickup: \_\_\_\_\_

**Biographical Sketch of Individual or Organization Receiving Proclamation (print neatly):**

*(Note: Forms with insufficient biographical information WILL NOT be accommodated. References to websites or external sources are unacceptable; the requester is responsible for acquiring all pertinent information.)*

Draft proclamation language: a proclamation *must* have enough information to make at least four (no more than five) WHEREAS clause points. Whereas clauses provide information that describes the five W's (who, what, when, where and why).

Reason 1 for proclamation request:

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Reason 2:

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Reason 3:

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Reason 4:

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Reason 5:

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Additional Notes: