



PROCLAMATION REQUEST FORM

Requesting a Proclamation from the City of Woodstock, GA: Please refer to CPM #000-0013

- Only City of Woodstock residents or organizations that do work within the City are permitted to request proclamations.
- Requests must be made one month (30 days) prior to the proclamation's date.
- Requests must be submitted by a City of Woodstock resident or business owner or organization that does work within the City Limits of Woodstock and have the sponsorship of a City Council representative.
- Requests must not duplicate other similar requests.
- All requests must be made in writing using this form. Email or mail the completed form to:
Proclamations Request: c/o City of Woodstock, Georgia 12453 Highway 92, Woodstock, GA 30188
770 592-6001 chenry@woodstockga.gov or rpezzello@woodstockga.gov

Name of Requestor:

Business/Organization Name:

Email:

Phone Number:

ARE YOU A CITY RESIDENT/BUSINESS OWNER? If yes, please provide street address and/or business name/address:

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

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

Sponsoring Elected Official:

PLEASE ATTACH THE PROCLAMATION OR WORDING YOU ARE REQUESTING.

The body of a proclamation ("whereas" sections) is limited to a total of 150 words and 5 "whereas" sections. The content of the proclamation may be required from the requestor prior to consideration.

FOR OFFICE USE ONLY

Received by:

Date Received:

Approved/Denied by: