



Woodstock City Council Proclamation Request Form Pursuant to CPM #000-0013

Proclamations are ceremonial documents signed by the Mayor, Mayor Pro Tem or Mayor and Council.

Proclamations are generally issued for:

- Public awareness campaigns
- Nonprofit organizations
- Arts and cultural celebrations within the City of Woodstock
- Special honors (on recommendation of the Mayor and/or members of the City Council)
- Birthdays (ages 90, 95 and 100+)

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 Woodstock
- Campaigns or events contrary to City policies

Special Notes:

- The Woodstock Mayor or City Council reserves the right to modify or deny any proclamation request.
- An organization may request only one proclamation annually, however, 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.

Requesting a Proclamation:

- 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

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

Requester's Information

| | | |
|--|--|--------------------------------|
| Name | Address | City/State/Zip |
| | | |
| Daytime Phone | Evening Phone | Email Address |
| | | |
| Business Name (If Applicable) | Business Address | Business City/State/Zip |
| | | |
| Organization Name (If Applicable) | How are you affiliated with City? | Organizations Website |
| | | |

Reason for Proclamation: _____

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

Pertinent Dates

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

Date proclamation is needed: _____

Date of presentation/event: _____

Requesting Presentation at a Council Meeting? ? Yes No

If yes, who will be present to accept: _____

Sponsoring Councilmember (required):

(Note: You MUST get prior approval from the Mayor or from a City Council Member before submitting your request form. The City Clerk's Office will verify proof of sponsorship prior to submitting your Proclamation for signature.

Delivery

Will this proclamation be delivered to the requester? Yes No

If yes, delivery method: USPS Mail In-Person Pickup Mailing

Address (if mailed):

Street Address _____ Apt. Number _____ City _____ State _____ Zip Code _____

Date of pickup (if in-person pickup): _____
(Note: Proclamations may be picked up at the Woodstock City Annex)

Please complete the following sections with the information you would like included in the proclamation. These will be the "Whereas" sections of the Proclamation:

Example: WHEREAS, On June 20, 1920, Mr. Joe B. Long was born in Woodstock, Georgia to Mr. Isaac C. and Mrs. Shelly L. Long; and

Additional Notes:

I have attached a pre-written Proclamation for your consideration:

Yes

No

| | |
|-----------------------------|--------------------|
| FOR OFFICE USE ONLY: | Received By |
|-----------------------------|--------------------|

| Date Received | |
|---------------|--|
| | |

| Confirmed Sponsorship | Confirmed By |
|-----------------------|--------------|
| | |

| Presentation or Delivery Date | Confirmed By |
|-------------------------------|--------------|
| | |

ADDITIONAL NOTES BY CITY STAFF: