



PROCLAMATION REQUEST FORM

Office of City Council / City Clerk, 101 S. George St., York, PA 17401
Phone: (717) 849-2246 / Fax: (717) 812-0557 / Email: dthomps@yorkcity.org

Please print, complete your request form, and submit the hard copy via fax, mail, hand deliver, or email.

Date of Request:	Date Proclamation is needed:
Your Name:	Your Address: _____ _____ _____
Your Telephone:	Your Email:
Name of Event: (i.e., Women’s History Month or National Education Week, etc.)	Date(s) of the Day, Week, Or Month to be Proclaimed:
Brief Summary and/or Background of the Event: (additional pages may be added) _____	Proposed Text for the Proclamation: (additional pages may be added) _____
Name of Organization Sponsoring the Event and brief background of the Organization: (additional pages may be added) _____	Action to be taken when the Proclamation is Ready for Pickup: <input type="checkbox"/> Call: _____ <input type="checkbox"/> Email: _____ <input type="checkbox"/> Mail to: _____ _____ _____