



REQUEST FOR PROCLAMATION/ COMMENDATION

This form must be completed in order to request a Proclamation/Commendation at an upcoming City Council meeting held on the 2nd & 4th Tuesdays of each month.

E-mail the following documents to clerk@cityofirvine.org at least four (4) to six (6) weeks prior to your requested due date or event date, whichever occurs first:

1. Completed Request For Proclamation/Commendation form
2. Suggested language of the Proclamation/Commendation

PLEASE NOTE:

Approved Proclamations/Commendations are generally considered as routine items on the City Council Agenda and are subsequently mailed directly to you. Recipients need not be present at the City Council meeting.

REQUESTOR INFORMATION

NAME			
ORGANIZATION			
ADDRESS*			PHONE*
CITY	STATE	ZIP	E-MAIL*

DATE NEEDED	HOW DO YOU PREFER TO BE NOTIFIED?
	<input type="checkbox"/> BY E-MAIL <input type="checkbox"/> BY PHONE

PURPOSE OF REQUEST

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