



## PROCLAMATION REQUEST FORM 1 – INSTRUCTIONS

### INFORMATION

1. Requester Name and/or Organization:
2. Requester Phone:
3. Requester Email:
3. Are you a Martinez Resident, or a non-profit organization with a Martinez Resident Sponsor?
4. Name of Resident Sponsor, if applicable:
5. Proclamations are read and presented to the Requestor during City Council meetings. City Council meetings are conducted at City Hall's Council Chambers on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month at 7pm. Attendance of the Requester, Organization/Sponsor is **mandatory**. Other than those listed above, please provide the name(s) of any additional persons who will be accepting the proclamation:
6. Is there any additional information that you would like us to know?

### INSTRUCTIONS

Download the [Proclamation Template](#) from the City website and follow the directions below when drafting your proclamation to ensure accuracy and completeness.

- Title – No longer than 1 line (Font Size can be reduced to fit text)
- Date to Proclaim – Is the day, Month/Year, Week you're wanting to recognize. Formatting examples are listed:
  - February 23, 2023
  - February 2023
  - February 19th – 25<sup>th</sup> 2023
- Update each **WHEREAS** line by entering your preferred text in the "enter text here" section.
- Delete any excess **WHEREAS** statements.
- All **WHEREAS** statements are to end in " ;and "
- Last **WHEREAS** statement ends in a period " . "
- Update text in the **NOW THEREFORE** section
- Leave date in **WITNESS WHEREOF** section unedited/blank.

### PLEASE, DO NOT...

- Modify text font, size, spacing between paragraphs or any other formatting.
- Add footnotes or footer
- Modify or make changes to header/footer

### PAGE LIMIT

- Maximum 1 page. If more than 1 page, the Clerk's Office will edit the Proclamation to one page.

### ACCURACY

- It is the submitting party's responsibility to ensure accuracy of facts, the correct use of grammar and punctuation. Upon submission of your proclamation no further edits can be made. If errors exist, the City cannot re-issue a corrected Proclamation.

### ATTESTATION

By signing this form you attest to having read the criteria ([read here](#)) and meet the requirements. Please electronically sign and return this form along with your draft proclamation to: [cityclerk@cityofmartinez.org](mailto:cityclerk@cityofmartinez.org).

Signature:

Date:

THANK YOU!