

City of Avon Park

Proclamation Request Form

The Mayor, on behalf of the City of Avon Park, issues proclamations at the request of local residents or organizations to recognize the importance of community events, significant achievements by residents, and to acknowledge local, regional or national events. Proclamations typically must have a specific connection to the City of Avon Park.

SCHEDULING

It is the City's policy to not overlap proclamations; therefore, a specific day cannot be a proclamation for both "Mr. John Doe Day" and "Mrs. Jane Doe Day" – or a specific week cannot be both "X Week" and "Y Week" – or a specific month cannot be both "S Month" and "T Month." All appropriate requests are processed on a first-come, first-served basis.

After we have received your request form, we will check the proclamation calendar to see if the date you're requesting is available. We will contact you either way to let you know.

PRODUCTION TIME

Proclamations requested at least **four weeks** in advance have the best chance of being completed and provided to the requestor by a specific date. You must provide at least ten (10) working days for production of any approved proclamations.

PROCLAMATION LANGUAGE

You must provide the draft language for your proclamation. In order to have your proclamation fit correctly within the design format, please provide only four or five "**WHEREAS**" statements for your proclamation. The City has final approval on all proclamation verbiage and may edit submitted language when deemed appropriate.

CHANGES TO ORIGINALLY SUBMITTED PROCLAMATION LANGUAGE

If you have changes to the proclamation language you originally submitted, please request any changes to that language within two (2) days after the date it was originally submitted. After we have produced the proclamation we will be unable to change it.

ORIGINAL PROCLAMATIONS

One signed, original, official proclamation is provided. Proclamations are printed on 8.5" x 11" official paper with the City Seal and the mayor's signature.

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PICK-UP

Please make arrangements to pick up your signed proclamation at City Hall before the event. The City will not mail original proclamations.

PROCLAMATION REQUEST FORM

To have your Proclamation Request considered, please complete this form starting on the next page in its entirety and return it to City Hall one of the following ways:

1. EMAIL (*this is the preferred method*)

Bbarwick@avonpark.cc

2. MAIL or HAND-DELIVER

*City of Avon Park
Office of the City Clerk
110 East Main Street
Avon Park, FL 33825*

3. FAX

(863) 452-4413

For questions, please call (863) 452-4405.

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Questions	Answers
DATE REQUEST FORM SUBMITTED	Provide your responses in the boxes below. Append additional sheet(s) if necessary
YOUR NAME & ROLE IN ORGANIZATION	
YOUR PHONE NUMBER & EMAIL ADDRESS	
NAME OF ORGANIZATION REQUESTING PROCLAMATION	
TITLE OF PROCLAMATION <i>Example: "John Doe Day" or "Be A Mentor Week"</i>	
DATE OR WEEK OR MONTH YOU WANT PROCLAIMED	
PLEASE GIVE US ALL THE DETAILS AND THE REASON FOR THIS PROCLAMATION REQUEST	
YOU MUST SUBMIT THE LANGUAGE FOR THE PROCLAMATION - INCLUDE IT HERE <i>What we're looking for here are the 'whereas' statements to make up the body of the proclamation. LIST THE LANGUAGE ON A SEPARATE SHEET IF NECESSARY.</i>	
IF PROCLAMATION IS APPROVED, WHO IS THE PERSON WHO WOULD PICK UP THE PROCLAMATION?	