



PROCLAMATION REQUEST FORM

Any requests for presentations of proclamations at special events by Mayor Villalobos and/or any City Commissioner must be made with Alice Johnson, City Commission Liaison at 681-1006.

Said form and sample proclamation/ back up information may be mailed to City Secretary's Office Attn: Jose Trujillo, P.O. Box 220, McAllen, Texas 78505 or emailed to citysecforms@mcallen.net.

Is Sample proclamation provided? Yes _____ No _____

If not, please provide a detailed background from which the proclamation can be composed. Background information may include a résumé, newspaper article, list of accomplishments or any historical information.

Said request form and back up information must be submitted two weeks prior to the desired date.

Proclamations will be signed beforehand and the contact person will be called when proclamation is ready for pick-up.

Desired Date: _____

Proclaimed Date: _____

Contact Person: _____ Telephone Number: _____

Extra Copies? Yes _____ No _____ If yes, number of copies? _____

For any questions or additional information, please contact the City Secretary's Office at (956) 681-1020.