



## PROCLAMATION REQUEST FORM

**\*Only proclamations related to city-sponsored events or programs or in recognition of outstanding community service are read and presented at meetings. A representative should be available at the meeting to receive the proclamation and make a few brief remarks.**

City Commission Meetings are held every 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month at 5:00 pm at McAllen City Hall the 3<sup>rd</sup> Floor, City Commission Chambers located at 1300 Houston Ave.

Is Sample proclamation provided? Yes \_\_\_\_\_ No \_\_\_\_\_

In no, 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 meeting date or desired date.**

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**Proclamations not presented at a meeting, will be signed, and the contact person will be called when proclamation is ready for pick-up.**

Desired Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Extra Copies? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, number of copies? \_\_\_\_\_

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**To be presented at a City Commission Meeting?** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, desired City Commission meeting date: \_\_\_\_\_

Recipient Name: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Extra Copies? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, number of copies? \_\_\_\_\_

**Special Instructions: Day of Meeting**

1. Recipients must arrive 15 minutes before meeting
2. Please check in with City Secretary
3. **2 Minutes** to speak at podium

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**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 faxed to 956-681-1029, mailed to City Secretary's Office Attn: Diana Silva, P.O. Box 220, McAllen, Texas 78505 or emailed to [dsilva@mcallen.net](mailto:dsilva@mcallen.net).**