



City of Porterville
REQUEST FOR PROCLAMATION

Date of Request: _____

Name of Event/Individual: _____
i.e. "Porterville Tourism Week", "Mr. John Doe"

Name of Sponsoring Organization: _____

Name of Contact Person: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

I would like the proclamation: presented at a Council Mtg. mailed call for pick-up

Date(s) of Event: _____

Date of Council Meeting to be presented, if applicable: _____
(Council meets 1st and 3rd Tuesdays of each month.)

Individual or representative attending Council Meeting to receive proclamation:

Please attach a sample of your proclamation, or the pertinent information needed to formulate your proclamation. If assistance is needed, or if you need a sample provided, or to return this form, contact:

Office of City Clerk
 291 North Main Street
 Porterville, CA 93257
 (559) 782-7464 / Fax (559) 715-4010

City Clerk's Section

Request Received: _____ Given to Mayor for Approval: _____

Approved by Mayor: yes no Date: _____

Notification to Contact person done (date): _____ in writing by phone

Items (s) mailed _____ faxed _____ picked up _____

Comment: _____
