

**CITY OF PORTERVILLE
REQUEST FOR PROCLAMATION**

Date of Request: _____

Name of Event: _____
i.e. "Porterville Tourism Week"

Name of Sponsoring Organization: _____

Name of Contact person: _____

Address: _____

Telephone: _____ FAX: _____

E-Mail _____

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

Date(s) of Event: _____

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

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:

Patrice Hildreth, Chief Deputy City Clerk
291 North Main Street
Porterville, CA 93257
(559) 782-7442 / Fax (559) 715-4015 or phildreth@ci.porterville.ca.us

City Clerk's Section

Request received: _____ Given to Mayor for Approval: _____

Approved by Mayor: yes no Date: _____

Notification to Contact person done _____ in writing by phone

Item(s) mailed _____ faxed _____ picked up _____

Comment: _____
