



# City of Moreno Valley

## Request for Issuance of Proclamation

The Mayor and City Council are pleased to issue proclamations for many worthwhile community activities and causes. However, hundreds of requests for proclamations are received and we must ask the person or organization making the request provide a short statement (not more than 100 words) that describes the reasons for the proclamation (i.e. anniversary, commendable public service, etc.) This statement, if approved, will be included in the proclamation.

**Requesting Party:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Check one:**    ( ) I will pick up proclamation. Please advise when ready.

                  ( ) Please mail proclamation to above address.

**Note:** For presentation at a Council meeting, contact the office of either the Mayor or your Councilmember to request he/she authorize and schedule your proclamation.

Suggested "Name" of day, week or month to be proclaimed: \_\_\_\_\_

\_\_\_\_\_

Date(s) to be proclaimed: \_\_\_\_\_

Short statement (not more than four "Whereas" paragraphs) describing the reasons for the proclamation. Attach sheet if necessary.

**Return to:**  
City Clerk's Office,  
14177 Frederick Street  
PO Box 88005  
Moreno Valley, CA 92552

**Phone:** 915-413-3008