CITY OF WARREN, OHIO
PROCLAMATION REQUEST

_____ Welcome/Congratulatory Letter for citizen personal event (birthday, reunion, award, etc.)

_____ Proclamation: _____ City of Warren _____ Public Interest/Public Service
_____ Other: Granted Solely at the discretion of the Mayor

About the Event

Event ___________________________ Date of Event_________________ Time____________

Place of Event________________________________________________________________________________________________________

Address_________________________________________________________ City__________________________________________

Has a similar proclamation/letter been previously issued? YES / NO

Are you requesting the Mayor or a Representative to be at the event YES / NO

Requested By (check one of the following below)

_____ Citizen _____ Councilman _____ Other

Name of Requester _________________________________________________________________

Address of Requester______________________________________________________________

City __________________________ State ________________ Zip __________________________

Phone Number __________________________ Cell __________________________ Fax __________

Email Address __________________________________________________________________________

**If you would like the Mayor or a Representative to attend your event it must be confirmed with the Mayor’s Office at 330.841.2601

Received at Mayor’s Office

Date __________________________

By Who _______________________ Please add detailed information on attached sheet

Mayor’s Office “Must” receive application a minimum of five (5) days prior to the event!
Name ________________________________________________________________
First	Middle	Last	Jr/Sr./III
Title ___________________________ Representing ________________________________
Occasion __________________________________________________________________

**DETAILED INFORMATION**
Example of information needed: Birthdate, place of birth, what church are they a member of, activities
are they involved in, involvement in the community, etc.

________________________________________________________________________
________________________________________________________________________
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