



The Town of Stratford, Connecticut
Office of the Mayor

2725 Main Street
Stratford, CT 06615
Telephone: (203) 385-4001
Fax: (203) 385-4108

PROCLAMATION REQUEST FORM

This form has been created to expedite your request for a proclamation. The Mayor strives to accommodate every request. This form will help the Mayor in that task.

Please provide the following information:

Purpose of Proclamation (i.e. retirement, business grand opening/ribbon cutting, anniversary, special recognition, etc.):

Date of Proclamation/Event Presentation: _____

Location of Presentation (including address and phone number):

Date Proclamation Needed: _____

Delivery of Proclamation: Please Mail Pick Up at Town Hall

Mayor's Presence Requested at Presentation: Yes No

(If yes, please refer to the Mayor's Event Request Form and fill out and send in with this request)

Full Name, Address, Telephone Numbers and e-Mail Address of Person/Organization Receiving the Proclamation:

Full Name, Address, Telephone Numbers, e-Mail Address and Relation to Recipient of Person Requesting the Proclamation:

Briefly describe the purpose you would like the proclamation to serve or the message that you would like to convey:

Due to the volume of requests received and time needed to prepare proclamations, all requests must be submitted 2 weeks in advance and include all background information and other supporting materials necessary for the proclamation to be written.

Submitted by:

Signature

Date

Printed Name

Please return this form to:

Heather Habelka and Ashley Haydu
Office of Mayor James R. Miron
2725 Main Street, Stratford, CT 06615
ph: (203) 385-4001 fax: (203) 385-4108
e-Mail: habelka@townofstratford.com
ahaydu@townofstratford.com

The Office of the Mayor will respond to this request in writing. Until confirmation is received, all requests are considered pending and should not be referenced in invitations or other announcements printed or otherwise. Please allow 10 business days for processing.