



OFFICE OF THE CITY CLERK

## PROCLAMATION REQUEST FORM

Proclamations are discretionary public announcements directing attention to a local resident, organization, or event. Proclamations typically are issued for certain events or causes when such a proclamation positively impacts the community and conveys an affirmative message to residents. The Mayor, without formal action of the Council, may approve and issue proclamations. **Requests for proclamations should be submitted at least two weeks in advance.**

Date of request

Date of event

Time of event

Location of event

Requestor Name

Organization

Address

City

State

Zip

Email

Phone

Notification preference for when the proclamation is ready for pick up

Email

Phone

Request presentation by Mayor or Council Member?

Yes

No

Event Specifics / Request Details

You may also submit requests to:

City of San Mateo  
City Clerk's Office  
330 W. 20<sup>th</sup> Avenue | San Mateo, CA 94403  
phone: (650) 522-7040 | fax: (650) 522-7041  
mmctaggart@cityofsanmateo.org