



Application Requesting a City Proclamation or Recognition

Requests for City proclamations or recognitions must be submitted two weeks prior to the requested Council meeting date. The City Council meets every Tuesday at 5:00 p.m. Please refer to Rule 8.D in the [Rules of Procedure of the Council of the City of Tacoma](#) for public requests for proclamations.

TOPIC OF PROCLAMATION OR RECOGNITION (EVENT OR PERSON BEING RECOGNIZED, CAUSE):

PURPOSE OF PROCLAMATION OR RECOGNITION:

- Recognize community member(s) or organization
- Ask for community support for local cause
- Announce local event

INDIVIDUAL, AGENCY, OR ORGANIZATION SPONSORING THE PROCLAMATION OR RECOGNITION:

INDIVIDUAL OR REPRESENTATIVE ATTENDING COUNCIL MEETING TO RECEIVE PROCLAMATION OR RECOGNITION:

Name and Title

Phone Email

COUNCIL MEETING DATE REQUESTED:

REQUESTED BY: Name Phone

Address Email

Please submit a copy of the proposed proclamation or recognition with this application. If you have any questions about the application process, please contact the City Clerk's Office at (253) 591-5505. People with hearing or speech impairments may contact us through Washington Relay Services 1-800-833-6388 (TTY or ASCII), 1-800-833-6386 (VCO), or 1-877-833-6341 (STS). You may print this application by pressing the "Print" button below. You may return this application by mail to the City Clerk's Office, Tacoma Municipal Building North, 733 Market Street, Room 11, Tacoma, WA 98402, by fax to (253) 591-5300, or by email to cityclerk@cityoftacoma.org, by pressing the "Submit by Email" button below.

For Office Use Only:

Date Request Received _____

Approved _____ Not Approved _____ Applicant Notified _____

Date Proclaimed _____