



## Application Requesting a City Proclamation

Requests for City Proclamations must be submitted at least 30 days prior to the date the proclamation is desired.

**Topic of Proclamation:** \_\_\_\_\_

**Purpose of Proclamation:** \_\_\_\_\_

**Sponsor** (individual, group or organization making request): \_\_\_\_\_

**Request Proclamation:**

To be read at City Council meeting (date of meeting): \_\_\_\_\_

Please mail to: (address): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Held for pick up at City Hall

**Sponsor Contact Information** (Required: Ellensburg resident making the request):

Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Attachment:** Please attach a single-page draft Proclamation document to this application.

**Submit to:** City Manager's Office, Ellensburg City Hall, 501 N Anderson, Ellensburg, WA 98926 or [citymanager@ellensburgwa.gov](mailto:citymanager@ellensburgwa.gov)

**Guidelines:**

- The proclamation sponsor must be a City resident.
- Proclamations must have city-wide significance and demonstrate relevancy to Ellensburg.
- Proclamations should have a positive message and should not promote political, ideological or religious positions.
- Groups or individuals who seek economic benefit by endorsement or for-profit commercial events or endeavors will not be recognized.
- Proclamations are limited to one (1) page of text.
- The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
- The Mayor may consult with City Boards, Commissions or other subject matter experts when considering appropriate proclamation language.

**For City Use Only:**

Date received: \_\_\_\_\_ by \_\_\_\_\_

Mayor approved

Mayor denied

Notes: \_\_\_\_\_

**Confirmed:**

Meeting Date \_\_\_\_\_ Represented by: \_\_\_\_\_

Mailed

Pick-up