



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

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