



## **City of Sidney**

### **Request for a Mayor's Proclamation Office of the Mayor, City of Sidney**

The mayor is pleased to consider any request for the issuance of a proclamation. Proclamations are designed to recognize exceptional achievement, activities, and in rare cases, individuals whose accomplishments are of interest to the broader community. Generally speaking, birthdays, weddings and retirements do not merit proclamations.

Please note that the mayor has discretion over fulfillment of any requests and each request requires a minimum of three weeks advance notice so the proclamation can be prepared.

Please complete the following attached form in its entirety and email it to City Clerk Kari Egbert ([kegbert@sidneyoh.com](mailto:kegbert@sidneyoh.com)). You may also mail the request to:

Mayor Mike Barhorst  
Attn: Mayor's Proclamation  
201 West Poplar Street  
Sidney, Ohio 45365

Upon receipt, your request will be evaluated. If it is approved, a proclamation will be generated. You will be notified when the proclamation is ready. If you have any questions regarding the process, please call City Clerk Kari Egbert (937.498.8148).



City of Sidney

## Mayor's Proclamation Request Form Office of the Mayor, City of Sidney

Full Name of Contact Person \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Complete Mailing Address \_\_\_\_\_

Contact Email Address \_\_\_\_\_

What is the proclaimed day, days, week, or month? \_\_\_\_\_

Date of Event \_\_\_\_\_

Date By Which You Need the Document \_\_\_\_\_

**\*\* Please attach additional sheets if more space is required. \*\***

**Person, Group or Organization Being Recognized** (Please spell precisely as desired on the document. Make sure you have provided complete and current information about the organization and/or individual including the organization's mission statement and recent accomplishments. Please include a website address if one is available.)

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**What is the clear reason for the proclamation and why the organization is being honored?** (if you have a draft of the proposed proclamation please attach it to this document)

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**Why is this achievement extraordinary and why should a day, week or month be designated?**

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Provide information about the organization including founding date, location, achievements and what it has done for the community.

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Is there a theme for the event or organization's activity and if so, what is the theme?

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If you are requesting a proclamation for an event, why is the event of significance to our community?

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What specific information do you wish to be mentioned in the proclamation?

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Would your group like to attend a Council Meeting for the presentation ceremony, like for the Mayor to present the proclamation in person at a specific location, or would you like to pick up the document?

Attend a Council Meeting

Mayor to present at specific location

Pickup at City Hall

Date of Meeting:

Date/Time/Location Details:

Other: Please provide details \_\_\_\_\_

### For Office Use Only

Date Received:

Approved

Not Approved

Applicant Notified