



The Mayor's Office and City Council are pleased to assist Pueblo residents in honoring their accomplishments, causes, or milestones. To better assist in accommodating your request, please allow for 30 days to process your request.

Proclamation Request Form

Criteria:

- All proclamations must be submitted at least 30 days in advance of the due date.
- Annual proclamations will not be automatically renewed. Requests must be made on an annual basis. If the request is for a repeat of a previous proclamation, a copy of that document or its contents should be included with the request.
- Proclamations should reflect inclusiveness and recognize that the strength of our democracy is our diversity. It must not take sides in matters of political, ideological, or religious controversy, or individual convictions.
- Proclamations must have citywide significance.
- Requests must provide background information about the cause or event being proclaimed and how it contributes to the economic, social, and cultural fabric of the City.
- This form must be filled out completely or your request will not be processed.
- Proclamations are provided by the City of Pueblo to Pueblo residents and organizations with the goal of honoring and celebrating events or increasing awareness of noteworthy issues among Pueblo City residents. They are reviewed on a case-by-case basis and the City reserves the right to decline any request for a proclamation.
- Submitting a request is not a guarantee for approval.

PART 1: PROCLAMATION INFORMATION

Desired Date of Proclamation*

Deadline date, if different from the occasion date

Proclamation Title*

Complete Verbiage for the Proclamation* *(can attach a separate form)*

Would you like a follow up regarding whether this proclamation can be presented at a City Council meeting?*

Yes

No

PART 2: REQUESTOR INFORMATION

Requestor's First Name*

Requestor's Last Name*

Requestor's Email*

Requestor's Phone Number*

Requestor's Street Address*

Requestor's City*

Requestor's State*

Requestor's Zip Code*

Requestor's Organization or Representing Group

Have you received a proclamation from the City Council in the last 5 years?*

Yes

No

If you selected "Yes" please list the proclamation date and title

Provide an email, mailing address, or indicate if the proclamation will be picked up from the Mayor's Office, 1 City Hall Place* (If mailing, be sure to include sufficient time to receive the hard copy via postal mail.)

PART 3: RECIPIENT INFORMATION

Use this section only if the recipient is different from the requestor.

Recipient's First Name

Recipient's Last Name

Recipient's Email

Recipient's Phone Number

Recipient's Street Address

Recipient's City

Recipient's State

Recipient's Zip Code

Recipient's Organization or Representing Group

ACKNOWLEDGEMENT

Proclamations are provided by the City of Pueblo to residents with the goal of honoring and celebrating events or increasing awareness of noteworthy issues among the community. These public service documents are strictly honorary and are not legally binding. Proclamation requests are reviewed on a case-by-case basis. The City reserves the right to decline any request for a proclamation as well as the right to make exceptions to the guidelines and procedures for Proclamations.

Any draft language submitted may be edited or revised at the discretion of the City. No proclamation shall be used as part of an advertisement or commercial promotion.

TERMS OF USE

In consideration of the Mayor and/or City Council providing a proclamation, you and your organization agree to:

- only use the message, and/or photograph for the event specified in the message
- not change or edit the message, photograph and/or digitized signature in any way

I have read and agree to the above requirements and disclaimer.

For more information on Proclamations, email the Mayor's Office at cityadmin@pueblo.us or call the office at 719-553-2655.