



E-mail, Fax, Mail, or Hand Deliver the request to:

Office of the City Clerk, City Hall

Mailing Address: P.O. BOX 660, Napa, CA 94559

Location Address: 955 School Street, Napa, CA 94559

Ph: (707) 257-9503 / Fax: (707) 257-9534

E-mail: clerk@cityofnapa.org

PROCLAMATION REQUEST FORM

CONTACT INFORMATION

TODAY'S DATE:

CONTACT PERSON:
(One contact per request)

PHONE NUMBER:

EMAIL ADDRESS:

EVENT INFORMATION

NAME OF EVENT:

PERSON/ORGANIZATION RECOGNIZED:

EVENT DATE:

IS THE ORGANIZATION LOCATED IN NAPA?

PROCLAMATION REQUEST INFORMATION

IS THIS PROCLAMATION TO BE READ AT A CITY COUNCIL MEETING? YES NO

IF YES, WHAT IS THE REQUESTED MEETING DATE: 3:30 P.M. 6:30 P.M.

IF NOT, WHAT IS THE DATE AND LOCATION:

ARE YOU REQUESTING A PRESENTATION BY THE MAYOR? YES NO

NAME(S) OF INDIVIDUAL OR GROUP WHO WILL BE PRESENT TO ACCEPT THE PROCLAMATION:

ADDITIONAL NOTES OR HIGHLIGHTS: (A draft document or background information is required).

*The office of the City Clerk will retain the document for pick-up only 30 days after the due date.
All requests go through an internal review and approval process.*

30-days advance notice is recommended.