



**Application To Request A City Proclamation**  
18880 SW Martinazzi Ave, Tualatin, OR 97062  
503-691-3011



The City of Tualatin offers two types of proclamations:

**City Council Proclamation** – A formal recognition read during a City Council meeting. These proclamations are included in the Council agenda and may be presented to representatives in attendance.

**Mayoral Proclamation** – A proclamation issued by the Mayor that does not require a formal reading at a Council meeting. This type of proclamation is ideal for recognizing events, individuals, or organizations without the need for a public presentation.

**Topic & Purpose of Proclamation:** \_\_\_\_\_

**Individual, Agency, or Organization Sponsoring the Proclamation:** \_\_\_\_\_

**Request by: Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

*Return the completed form and a draft copy of your one-page proclamation to this application to:*

City of Tualatin, Attn: Deputy City Recorder, 18880 SW Martinazzi Ave, Tualatin OR, 97062 or via email to [nmorris@tualatin.gov](mailto:nmorris@tualatin.gov).

### **Request for City Council Proclamation**

Request for City Council proclamations should be submitted four weeks prior to the requested Council Meeting date. The City Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month unless otherwise noted. For specific meeting dates, please visit the City of Tualatin website at [www.tualatinoregon.gov](http://www.tualatinoregon.gov).

*Note: There is a limit of three proclamations per City Council meeting and selection is made in the order requests are received. While the City does its best to recognize community needs, we retain the right to decide if the proclamation will be issued or not.*

**Preferred City Council Meeting Date:** \_\_\_\_\_

**Alternate City Council Meeting Date:** \_\_\_\_\_

**Local Resident Attending Council Meeting to Receive Proclamation:**

**Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

### **Requests for Mayoral Proclamation**

Requests for Mayoral proclamations will be considered by the Mayor and will not be formally read at a Council meeting. Approval is subject to the discretion of the Mayor. Please allow two weeks for processing.

**Preferred Date of Issuance By:** \_\_\_\_\_

**Delivery Method (circle one):** Mailed   E-Mailed   In-Person Pick-Up