



# CITY OF TUALATIN

**APPLICATION TO REQUEST A PROCLAMATION**  
**18880 SW MARTINAZZI AVE • TUALATIN, OR 97062**  
**PHONE 503.691.3011**

Requests for City 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).

**Topic & Purpose of Proclamation:**

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

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

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Name

Phone

*Note: There is a limit of two proclamations per City Council meeting and selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation will be issued or not.*

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

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

**Requested By:** \_\_\_\_\_

Name

Phone

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Address

Email

Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year. ☐ Wording will be the same as the previous year.

Return the completed form to: City of Tualatin, Attn: Deputy City Recorder, 18880 SW Martinazzi Ave, Tualatin OR, 97062 or via email to [nmorris@ci.tualatin.or.us](mailto:nmorris@ci.tualatin.or.us).

***For Official Use Only:***

Date Request Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Applicant Notified \_\_\_\_\_

Date Proclaimed \_\_\_\_\_