REQUEST TO ISSUE PROCLAMATION, CERTIFICATE OF APPRECIATION, OR RECOGNITION

Requests for City Council-issued Proclamations, Certificates of Appreciation, and other Recognitions must be submitted at least three weeks prior to the Council meeting date at which the presentation is desired. Please fill out this request form in full and ***attach a proposed draft of the language***.

Submit via email to clerk@sequimwa.gov or by mail/in person to 152 W Cedar Street, Sequim, WA 98382.

REQUESTER NAME			
ORGANIZATION REPRESENTED			
REQUESTER CONTACT (mailing address, email, phone)			
COUNCIL MEETING FOR PRESENTATION (must be at least 3 weeks in the future)	Date Desired:	Will you attend/comment?	
PURPOSE – Why are you bringing this request to the Sequim City Council? For example: • Recognizing a community member or organization • Asking for community support for a local cause • Announcing a local event			
RECEIPT METHOD – How do you wish to receive the approved proclamation or recognition document? (Mark appropriate)	Email (add email if different from above) ☐	In-Person Pickup ☐	USPS Mail ☐
If in-Person, will there be photos taken? (Note: City will not coordinate on your behalf) ☐ YES ☐ NO			
ATTACHMENT – Please attach draft language for your proposed proclamation/recognition. Do not exceed one page. **NOTE: The City will deny your request if no draft language is attached.**			
The City would like to promote your proclamation/recognition on its social media channels. Please provide us with a logo or picture for your organization.			

CITY USE ONLY		
Date Received by Clerk	Council Approved	Not Approved
Placed on City Council Agenda? ☐ YES ☐ NO	Reason for Denial (if applicable):	
Requester Notified: ☐ YES ☐ NO	Date and Method of Notification:	

Please review the instructions for City Council meeting appearances on page 2 of this form.

INSTRUCTIONS FOR COUNCIL PRESENTATIONS

OF PROCLAMATIONS AND RECOGNITIONS

Please be aware that proclamations, certificates of appreciation or recognition will most likely be placed at the beginning of a Council meeting agenda. Therefore, if you wish to appear for the presentation, you are advised to arrive a few minutes before the scheduled start time of the meeting.

The Mayor will begin by reading all or a portion of the proclamation/recognition. At that time, you may come forward and accept the document, then say a few words. You may bring others to the podium with you.

If you or anyone in your party has mobility issues, please let the City Clerk's Office know beforehand so we can have staff deliver the proclamation or recognition to you at your seat. A handheld microphone can be made available.

Please identify yourself and anyone else with you by name. If applicable, include organization and titles. Your comments should be restricted to no more than three minutes.

You are welcome to take photos during the proclamation presentation. Please feel free to coordinate that within your group or organization. City Staff and Councilmembers will not be available to do so on your behalf.

After accepting the document, please return to your seat or feel free to leave the meeting.

