

PROCLAMATION REQUEST FORM

from Fifth District Supervisor Mark W. Stone

Name of person completing form: _____
Mailing Address: _____
Phone Number: _____

A request for a proclamation has been received to honor: _____

Please fill out the following information **and return it as soon as possible.**

Mail to: Supervisor Mark W. Stone *or* *FAX to: Supervisor Mark Stone*
701 Ocean Street, Room 500 *(831) 454-3262*
Santa Cruz, CA 95060

Fill out the following and attach additional sheets as necessary:

Name of each recipient or honoree: _____
Why honoree is being recognized: _____

Other organizations honoree may have participated in: _____

Any specific information, contributions, anecdotes, etc. that you wish to have considered for inclusion in the proclamation: _____

Date and location where the proclamation is to be presented: _____

Name and location of the organization requesting the proclamation: _____

Name, address and telephone number for the contact person representing the presenting organization: _____

Please indicate if you would like Supervisor Stone to present the proclamation(s) and staff will notify you if he is available. Yes, ___we'd like Supervisor Stone. No, ___the Supervisor does not need to be present.

Should you need any additional information, feel free to contact Supervisor Stone's staff at (831) 454-2200.