

## SPECIAL PRESENTATION / RECOGNITION REQUEST FORM

Please complete and submit your request form a **minimum of three weeks** before your requested date. Please ensure you have read the description and qualifications for your request form before submitting.

REQUESTOR INFORMATION:	
Name:	
Best Phone Number during Business Hours:	Night of Council Meeting (if different):
Email:	
Organization Name:	
Website Address:	

Service Requesting (Check all that apply):	
Special Presentation at City Council Meeting	
Requested Date for Special Presentation (must be a City Council meeting date)	
Special Presentation at Outside Event	
Requested Date for Special Presentation	
Location of Special Presentation	
Commendation	Proclamation
Certificates	Brass Leaf
Deadline to Receive, if not outlined above	

Title of Request (Provide a Title):

Describe your organization, event, activity and reason for your request. (This information is used in writing the presentation script and/or wording for your Commendation or Proclamation. Please provide sample wording, when possible.):