**Office of Mayor Carolyn G. Goodman**

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Phone: (702) 229-6241 | Fax: (702) 385-7960 | [www.lasvegasnevada.gov](file:///\\ci.las-vegas.nv.us\clvdfs\ns_admin\kschwarz\Mayor's%20Office\Request%20Forms\www.lasvegasnevada.gov)

**Proclamation Request Form**

**Note: Consideration is given to people, organizations, and/or events located within the City of Las Vegas**

Please fill in the appropriate information. Once completed, please email this form to [mayorrequests@lasvegasnevada.gov](mailto:mayorrequests@lasvegasnevada.gov). You may also send it by fax or mail (contact information above). **Requests must be made at least two (2) weeks in advance.** *Handwritten requests are strongly discouraged.*

Best efforts are made to accommodate each request. However, requests for a date already requested or multiple requests from the same group within a year may be denied.

1. Today’s date:
2. Due date:
3. Pick up at City Hall: \_\_\_\_ or Email to:

**(Please note, we do not mail proclamations.)**

1. Contact information of person making the request:

Name:   
Organization:

Cell and/or best daytime phone:

Email address:

1. Specific title of what will be proclaimed (full name of person, event or organization to be celebrated):
2. Date being proclaimed:
3. Please provide at least 2-3 sentences about the person being recognized (i.e., reason for recognition) or 4-5 “Whereas” statements: