



**Office of the Las Vegas City Council**

**Councilman Brian Knudsen, Ward 1**

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[www.lasvegasnevada.gov](http://www.lasvegasnevada.gov)

**PROCLAMATION/CERTIFICATE REQUEST FORM**

Please fill in the appropriate information. Once completed, please email this form to **Dorian Stonebarger** at [dstonebarger@lasvegasnevada.gov](mailto:dstonebarger@lasvegasnevada.gov). You may also send it by fax or mail (contact information above). **Requests must be made at least 30 days in advance. Handwritten requests are strongly discouraged.** Also, please be aware City Council meetings typically occur on the 1st and 3rd Wednesdays of each month. If you would like to request your proclamation be presented as a ceremonial item at a City Council meeting, please note ceremonial agendas fill up very quickly, months in advance. If you have a specific date in mind, the earlier you can make your request, the better chance you will have of securing your specified date.

1. Today's date:

2. Due date:

3. Please Choose One:

Proclamation - \_\_\_\_\_

Certificate of - \_\_\_\_\_ Achievement \_\_\_\_\_ Recognition \_\_\_\_\_ Appreciation

4. Contact information of person making the request:

Name:

Organization:

Cell and/or best daytime phone:

Email address:

5. Will this document be presented at a City Council Meeting? \_\_\_\_ yes \_\_\_\_ no

6. If not, will this be picked up at City Hall? \_\_\_\_ yes \_\_\_\_ no

7. If you are unable to pick up the document, please provide an address where it can be mailed:

Name:

Organization:

Mailing address:

8. Specific title of what will be proclaimed (full name of person, event or group):
9. Day, week or month being proclaimed:
10. Please provide a short description of the person, event or group and a website, if available:
11. If requesting a traditional proclamation with “whereas” statements, please include/attach 4-5 bullet points about the person, event or group. Use an additional blank sheet if necessary.