**Office of Mayor Carolyn G. Goodman**

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**Welcome Letter Request Form**

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 two (2) weeks in advance.**   
*Handwritten requests are strongly discouraged. All requests will be e-mailed as a PDF.*

1. Today’s date:
2. Due date:
3. Contact information of person making the request:

Name:   
Organization:

Mailing address:

City, State, ZIP:

Cell and/or best daytime phone:

Email address:

1. Name of the group/event:
2. Date of event:
3. Location of event:
4. Is the group local or from out of town?
5. Please provide a short description of the group and a website if available: