



Proclamation / Certificate Request Form

CONTACT PERSON INFORMATION

Name of Contact Person

Street Address

City

State

Zip

Phone #

Additional Phone #

Email

PROCLAMATION / CERTIFICATE INFORMATION

Name of Individual,
Group or Organization

Name or Title of Event

Date of Event

Do you request a City Representative for Event?

Yes

No

How will you get the Proclamation/Certificate?

Will pick up at Mayor's Office

Please mail to above address

Which one are you requesting?

Certificate

Proclamation

Form continued on page 2 >



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PROCLAMATION / CERTIFICATE INFORMATION *Continued*

Info to be listed on Proclamation / Certificate

What you want your Proclamation / Certificate to say. A Proclamation must have enough information to make four points. If you need more space please use additional paper.

Additional comments

*Please fill out this form and send a printed copy to City of Knoxville, Mayor's Office, P.O. Box 1631, Knoxville, TN 37901
or fax a printed copy to City of Knoxville Mayor's Office at 865-215-2085.*

For questions about Proclamations or Certificates please contact 215-2040 or proclamations@cityofknoxville.org