



☐ EXTERNAL REQUEST
☐ INTERNAL REQUEST

PROCLAMATION REQUEST FORM

Mail to:

Office of the Mayor
Re: Proclamation
100 Dayton Street
Yellow Springs, Ohio 45387

Fax: 937-767-3717**Email:** Mackenzie.baird@yellowsprings.gov**Hand deliver:** MacKenzie Baird
Mayor's Court Clerk

PLEASE PRINT or TYPE. Complete the Request Form and submit copy via fax, mail, email or hand delivery.

Date of Request:**Date Needed:****Full Name of Requestor:****Mailing Address:****City:****State:****Zip:****Telephone Number:****Email:**☐ I Will Pick Up Proclamation☐ Please Mail Proclamation*☐ I am requesting a Proclamation presentation at an event (please include name of event, date/time, and location):

***If the Proclamation should be mailed to someone else, please provide the Name and Address of the recipient:**

Brief summary and/or background of the event, organization, or individual:

Please use this space (or attach separately) a draft with the exact wording of the Proclamation to include at least four "whereas" clauses:

WHEREAS,**WHEREAS,****WHEREAS,****WHEREAS,**

(Examples of proclamations that have been issued can be found on our website. Go to YellowSprings.gov/mayor then click on *Proclamations*.)

Name(s) and dates of the day, week, or month to be proclaimed:

(Example: Thursday, May 23, 2026, proclaimed as John Doe Day in the Village OR the month of May 2024 proclaimed as Motorcycle Awareness Month)