



PROCLAMATION REQUEST FORM

Town Clerk's Office, Town of Winterville, 2571 Railroad Street, Winterville, NC 28590

Phone: 252-215-2344 Fax: 252-215-2450

Please complete your request form, and submit via e-mail, fax, mail, or hand delivery
NOTE: It is necessary to submit your request at least *two weeks* prior to the date the document is needed to insure timely issuance.

DATE OF REQUEST:	DATE WHEN PROCLAMATION IS NEEDED:		
NAME OF PERSON REQUESTING PROCLAMATION:			
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NUMBER:		EMAIL:	
BIOGRAPHICAL INFORMATION FOR THE INDIVIDUAL OR ORGANIZATION:			
BRIEF SUMMARY AND/OR BACKGROUND OF THE EVENT OR ORGANIZATION:			
NAME AND DATES OF THE DAY, WEEK, OR MONTH TO BE PROCLAIMED:			
PROPOSED TEXT FOR THE PROCLAMATION:			
DO YOU WANT TO BE RECOGNIZED AT ONE OF THE REGULAR COUNCIL MEETINGS?	<input type="checkbox"/> NO	<input type="checkbox"/> YES	IF YES, PLEASE ENTER THE MEETING DATE:
ACTION TO BE TAKEN WHEN THE PROCLAMATION IS READY FOR PICKUP:	<input type="checkbox"/> CALL	<input type="checkbox"/> E-MAIL	<input type="checkbox"/> MAIL PROCLAMATION TO: