



## **COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROCLAMATION**

Please fill out the information below and email it to [IanMitchell@colliergov.net](mailto:IanMitchell@colliergov.net) and [PaulaSprings@colliergov.net](mailto:PaulaSprings@colliergov.net). Someone will contact you to confirm receipt and let you know when it will be scheduled for presentation at a Board of County Commissioners meeting. If you have any questions, please email [IanMitchell@colliergov.net](mailto:IanMitchell@colliergov.net) and [PaulaSprings@colliergov.net](mailto:PaulaSprings@colliergov.net) or call (239) 252-8097. It is now required that a Commissioner sponsor these requests, so please contact the Commissioner or their Aide to receive sponsorship approval. Requests must be submitted to our office no later than 13 days prior to the agenda date that you would request the proclamation to be presented at.

**NAME:**

**ADDRESS:**

**PHONE NUMBER:**

**EMAIL ADDRESS:**

**DATE OF BOARD OF COUNTY COMMISSIONERS MEETING YOU WOULD LIKE THE PROCLAMATION PRESENTED AT:**

**EXPLANATION OF PROCLAMATION REQUEST (DESCRIBE WHAT THE PROCLAMATION REQUEST IS FOR):**

**IS THIS PROCLAMATION DATE-SPECIFIC?**

**HAS THIS PROCLAMATION BEEN PRESENTED IN PREVIOUS YEARS?**

**NAMES OF ATTENDEES WHO WILL BE AT THE MEETING TO ACCEPT THE PROCLAMATION:**

**NAME AND ADDRESS OF PERSON THAT PHOTO TAKEN DURING PRESENTATION SHOULD BE MAILED TO:**

**SPONSORING COMMISSIONER:**

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**INTERNAL USE ONLY:**

**DATE OF APPLICATION RECEIPT:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_

**ACCEPTED** \_\_\_\_\_ **DENIED** \_\_\_\_\_ **NOTICE TO APPLICANT BY TELEPHONE/EMAIL/POSTAL SERVICE**

**DATE OF NOTICE:** \_\_\_\_\_ **BY:** \_\_\_\_\_