



## COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROCLAMATION

Please fill out the information below and email it to [AimeeTrochessett@colliergov.net](mailto:AimeeTrochessett@colliergov.net). Aimee will contact you to confirm receipt and presentation at a Board of County Commissioners meeting. If you have any questions, please email [AimeeTrochessett@colliergov.net](mailto:AimeeTrochessett@colliergov.net) or call (239) 252-8075. A Commissioner sponsor is required for proclamation requests, so please contact the appropriate Commissioner or Aide to receive sponsorship approval, however as a policy, all Commissioners collectively are sponsors all proclamations. Requests must be submitted to the BCC office no later than 13 days prior to the agenda date requested for the proclamation.

**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:**

**A PHOTOGRAPH WILL BE TAKEN DURING THE BOARD OF COUNTY COMMISSIONERS MEETING OF THE RECIPIENT/S RECEIVING THE PROCLAMATION. WOULD YOU LIKE THIS PHOTOGRAPH EMAILED OR SENT VIA SURFACE MAIL? PLEASE PROVIDE EMAIL OR MAILING ADDRESS:**

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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:** \_\_\_\_\_