Commissioner Marvin S. Arrington, Jr. **Proclamation Request**

Please complete this form in its entirety. **All Proclamations Requests should be received 30 days before event.** A completed form does not constitute confirmation that a Proclamation will be granted. A staff member will send a confirmation email upon approval. **Please email verbiage for Proclamation with this form.** If there is any event or program literature, please attached with this form.

* Name of Honored Organization: Click or tap here to enter text.
* Name of Honored Person (s): Click or tap here to enter text.
* Named of Honored Event or Occasion: Click or tap here to enter text.
* Date to be printed on Proclamation: Click or tap to enter a date.
* When Proclamation is due: Click or tap to enter a date.
* Will this proclamation be picked up? Choose an item.
* Should Proclamation be presented at BOC meeting: Choose an item.
* Should Proclamation be presented at event by Commissioner: Choose an item.
* If so, please provide the following:
	+ Location:Click or tap here to enter text.
	+ Address:Click or tap here to enter text.
	+ Event Time:Click or tap to enter a date.
	+ Proclamation Presentation Time:Click or tap here to enter text.
	+ Will there be assigned parking:Click or tap here to enter text.
	+ Will there be a meal provided:Choose an item.
	+ Will there be photography:Choose an item.
	+ Are other elected officials speaking:Choose an item.
	+ If so, who:Click or tap here to enter text.
	+ Point of Contact (POC):Click or tap here to enter text.
	+ Phone Number for POC:Click or tap here to enter text.

Please adhere to the following name format for publicity or promotion materials:

**Commissioner Marvin S. Arrington, Jr.**