



**CITY OF SAN RAMON
PROCLAMATION & RECOGNITION
REQUEST FORM**

CAREFULLY READ THE FOLLOWING GUIDELINES BEFORE COMPLETING THE FORM:

- All requests go through an internal review and approval process.
- Submitting a draft and/or background for the document requested will expedite the process.
- Email the form **AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT** to cityclerk@sanramon.ca.gov.
- One contact person per request.
- Documents will remain available for pick-up for thirty (30) days after the due date. After thirty (30) days the document will be destroyed.
- Submission of a request does not guarantee the issuance of a ceremonial document.

PLEASE PRINT LEGIBLY AFTER READING THE GUIDELINES ABOVE

Contact Name: _____ **Telephone No.:** _____

Email Address: _____

Person/Organization Recognized: _____

Event/Occasion: _____

Today's Date: _____ **Date of Event/Occasion:** _____

1. Does the person reside in or is the organization located in San Ramon?

- Yes
- No

2. Will the event or occasion be held in San Ramon?

- Yes
- No

3. I am requesting the following document type (choose one):

- Certificate
- Proclamation

4. I am requesting presentation at a public meeting.

- Yes
- No

5. When my ceremonial document is completed, please (select one):

Option 1. Mail the document to me at:

Name: _____

Address: _____

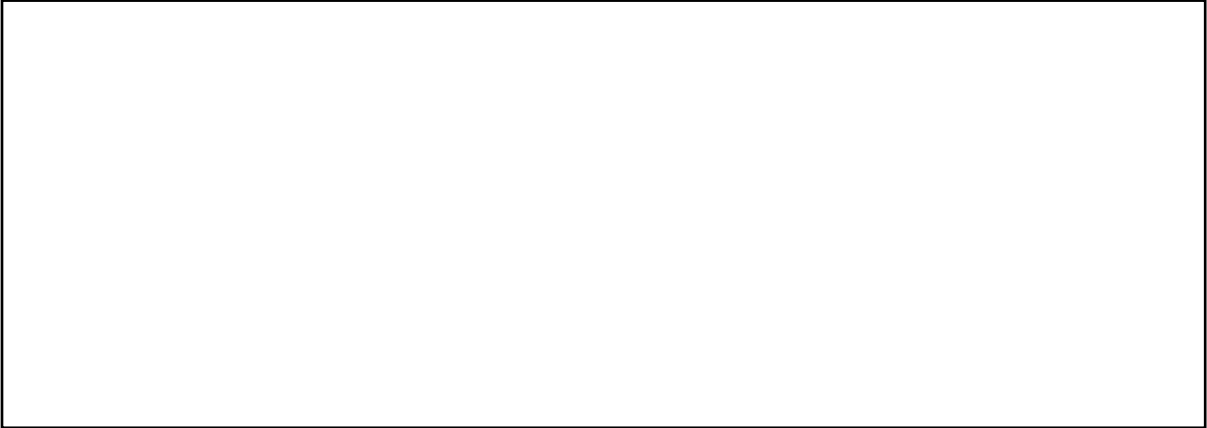
Option 2. I will Self Pick-up from City Hall.

Name: _____

Telephone No.: _____

Email: _____

- 6. Highlights of Person/Organization Recognized.** (A biographical sketch of the individual including his/her involvement in the community, or a description of the organization and how it impacts the community is required. Please attach a separate sheet if you need additional space.)



- 7. I have attached draft recognition text for the City's consideration below.** *(Please note that the City may edit the document before issuance at its sole discretion. Please attach a separate sheet if you need additional space.)*

