



FOR OFFICE USE ONLY

**PROCLAMATION/COMMENDATION REQUEST FORM**  
**ADM200 (rev. 01/16)**

**Guidelines**

- All requests must be submitted by emailing [mayor@kenosha.org](mailto:mayor@kenosha.org).
- Requests must be made to the Mayor's office at least one week prior to deadline date.
- Any draft language submitted may be edited or revised without notice at the discretion of the Mayor's office personnel.
- Proclamations must hold city-wide significance; out of state requests will not be considered.
- Issuance of a proclamation does not constitute an endorsement by the Mayor.
- Proclamations are reviewed by the Mayor's office personnel on a case-by-case basis and we reserve the right to decline any request received.
- Commendation requests must include the following information: honoree history, accomplishments, and affiliations as applicable.

**Contact Information**

NAME: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Do you want the Proclamation or Commendation:

- Emailed    Mailed    Will pick up (625 - 52<sup>nd</sup> Street, Room 300)

Proclamation/Commendation Information (or attach sample of draft proclamation):