



# CITY OF FLORENCE

## APPLICATION TO REQUEST A PROCLAMATION / PRESENTATION

**250 HIGHWAY 101 • FLORENCE, OR 97439**  
**PHONE (541) 997-3437 • FAX (541) 997-4109**

Requests for City Proclamations and/or Presentations at a Council meeting should be submitted four weeks prior to the requested Council Meeting date. The Florence City Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month unless otherwise noted. For specific meeting dates, please visit the City Calendar on the City of Florence website at [www.ci.florence.or.us/calendar](http://www.ci.florence.or.us/calendar).

### Topic & Purpose of Proclamation / Presentation:

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### Individual, Agency, or Organization Sponsoring the Proclamation / Presentation:

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### Local Resident Attending Council Meeting to Receive Proclamation / Presentation:

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Name

Phone

*Note: There is a limit of ceremonial items per City Council meeting depending on the agenda. Selection is made in the order requests are received. Please indicate an alternative meeting date for the event the preferred date is unavailable. While the City does its best to recognize citizen needs, we retain the right to decide if the proclamation and/or presentation will be issued or not.*

**Preferred City Council Meeting Date Requested:** \_\_\_\_\_

**Alternate City Council Meeting Date:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_

Name

Phone

Address

Email

**Proclamations:** Please attach a draft copy of your one page proclamation to this application or check the box if the proclamation will be the same as the previous year. ☐ Wording will be the same as the previous year.

**Presentations:** Please attach a write up detailing the specifics of the presentation you wish to give to the City Council and/or award you wish to distribute.

Return the completed form to: City of Florence, 250 Hwy. 101, Florence, OR 97439 or via email to [kelli.weese@ci.florence.or.us](mailto:kelli.weese@ci.florence.or.us). All requestors are expected to arrive to the City Council meeting at least 15 minutes early in order to meet with the Mayor, City Manager and / or City Recorder.