



CITY OF WARREN, OHIO  
PROCLAMATION REQUEST

Return to:  
Tracey Rolfe  
391 Mahoning Ave.  
Warren, Ohio 44483  
Fax: 330.841.2676  
Questions: 330.841.2601

\_\_\_ Welcome/Congratulatory Letter *for citizen personal event (birthday, reunion, award, etc.)*

\_\_\_ Proclamation:                      \_\_\_ City of Warren                      \_\_\_ Public Interest/Public Service  
    \_\_\_ Other: Granted Solely at the discretion of the Mayor

About the Event

Event \_\_\_\_\_ Date of Event \_\_\_\_\_ Time \_\_\_\_\_

Place of Event \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Has a similar proclamation/letter been previously issued?    YES    /    NO

Are you requesting the Mayor or a Representative to be at the event    YES    /    NO

Requested By (check one of the following below)

\_\_\_ Citizen                                      \_\_\_ Councilman                                      \_\_\_ Other

Name of Requester \_\_\_\_\_

Address of Requester \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

**\*\*If you would like the Mayor or a Representative to attend your event it must be confirmed with the Mayor's Office at 330.841.2601**

Received at Mayor's Office

Date \_\_\_\_\_

By Who \_\_\_\_\_

Please add detailed information on attached sheet

Mayor's Office "Must" receive application a minimum of five (5) days prior to the event!



# CITY OF WARREN, OHIO

## PROCLAMATION REQUEST

### Recipient Information for Proclamation or Letter

Name \_\_\_\_\_  
First Middle Last Jr./Sr./III

Title \_\_\_\_\_ Representing \_\_\_\_\_

Occasion \_\_\_\_\_

### **DETAILED INFORMATION**

Example of information needed: Birthdate, place of birth, what church are they a member of, activities are they involved in, involvement in the community, etc.

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