



**Mayor's Proclamation Request Form
Office of the Mayor, City and County of Honolulu**

The mayor is pleased to consider any requests for messages for publication or distribution. These may recognize individuals, groups, or events for their unique contributions to the people of Honolulu.

Proclamations recognize exceptional achievement, extraordinary organizations, activities, and in rare cases individuals of interest to the broader community. Birthdays, weddings or retirements do not merit proclamations but may merit messages.

Please note that the Office of the Mayor has discretion over fulfillment of any requests and each requires three weeks advance notice so the staff can prepare the documents.

Please complete the following attached form in its entirety and email it to mayor@honolulu.gov. You may also mail the request to:

Mayor Kirk Caldwell
Attn: Mayor's Message
530 S. King St., Room 306
Honolulu, HI 96813

Upon receipt, your request will be evaluated and if approved, staff will generate the proclamation. You will be notified when the document is ready. If you have any questions, please call 768-4068.

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Full Name of Contact Person	
Contact Phone Number	
Contact Mailing Address (please include apt./unit no.; city; and, state)	
Contact Email Address	
Person, Group or Organization Being Recognized (Please spell precisely as desired on document. Make sure you have provided complete and current information about the organization and/or individual including the organization's mission statement and recent accomplishments. Please include a website address if available.)	
What is the clear reason for the proclamation and why the organization is being honored? (if you have a draft of the proposed proclamation please attach it to this document)	
Why is this achievement extraordinary and why should a day, week or month be designated?	
Provide information about the organization including founding date, location, achievements and what it has done for the community.	
Is there a theme for the event or organization's activity and if so, what is the theme?	
If you are requesting a proclamation for an event, why is the event special to our community?	
What is the proclaimed day, days, week, or month? (i.e. 7/1/11, August 2011, 7/18/11 – 7/22/11)	
What specific information do you wish to be mentioned in the proclamation?	
Date of Event	
Date You Need the Document By	
Would your group like to come in for a presentation ceremony or would you like to pick up the document?	<input type="checkbox"/> Presentation Ceremony <input type="checkbox"/> Pickup document
Do you want the mayor to include a picture with the message request?	<input type="checkbox"/> Yes <input type="checkbox"/> No