



Mayor's Message 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.

Messages are written greetings from the mayor for reproduction in programs for special gatherings (conventions, commemorations, pageants, etc.). Requests for both a proclamation and message will not be honored.

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 message. 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.)	
Why is this person, group or organization being recognized? (if you have a draft of the proposed message please attach it to this document)	
What has this organization done for the community?	
Why and where is the event taking place?	
Who will be attending?	
Why is the event being presented and why is it special to our community?	
Who are the honorees that merit recognition at the event and specific sponsors that may be congratulated?	
What other specific information do you wish to be mentioned in the message?	
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