

## **Requesting a Mayoral Proclamation**

Proclamations are issued by the Mayor to recognize the importance of a community event, significant achievements by a community member, or to signal Lauderhill's role in significant events.

Other reasons may be allowed, but Mayoral Proclamations typically must have a specific connection to Lauderhill, such as highlighting an event taking place in Lauderhill or honoring a Lauderhill resident or business. The issuance of a Proclamation is solely within the Mayor's authority to grant and to place it on a City Commission Agenda. It may be requested by anyone.

Depending on the desire of the requesting party, Proclamations may be read at a City Commission meeting (for which someone will be needed to be present to receive), or at the community event being recognized, depending entirely on the schedule of the Mayor or his designee. Proclamations may also be forwarded to the requested party without a formal presentation. Original signed proclamations will be provided to the requesting party.

Requestors are typically asked to provide draft language for the proclamation, as well as how they would like the signed proclamation delivered. Proclamations requested at least one month in advance have the best chance of being completed and provided to the requestor by a specific date.

To request a Mayoral Proclamation contact the Mayor's Office by email at [mayor@lauderhill-fl.gov](mailto:mayor@lauderhill-fl.gov) or letter to City Hall.

Please use the following form to make your request:



# City of Lauderhill

## Honorable Richard J. Kaplan, Mayor

### PROCLAMATION REQUEST FORM

Today's Date: \_\_\_\_\_ Date Proclamation is needed: \_\_\_\_\_

*All requests must be made 14 days prior to date needed, with the exception of posthumous requests.*

Person or event to be recognized: \_\_\_\_\_

Reason for recognition: \_\_\_\_\_

*Please attach any fliers, history, clauses, sample proclamation, and/or any other additional background information you wish to be included in the Proclamation.*

Contact: \_\_\_\_\_

Office/Agency: \_\_\_\_\_

Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_ @ \_\_\_\_\_

Where will the Proclamation be presented (choose one)?

\_\_\_\_\_ City Hall (and who will be present to receive \_\_\_\_\_)

\_\_\_\_\_ Address to presented at: \_\_\_\_\_

\_\_\_\_\_ Address to be mailed to: \_\_\_\_\_

Please submit this request form by mail, fax, or hand-delivery. Due to the large volume of requests, telephone phone requests will not be honored. However, procedural questions may be directed to (954) 730-3010 or [mayor@lauderdale-fl.gov](mailto:mayor@lauderdale-fl.gov). Mail/in person: Mayor Richard J. Kaplan, Lauderhill City Hall, 5581 W. Oakland Park Blvd., Lauderhill, FL 33313

*Proclamations are provided by the Mayor's Office as a service to Lauderhill residents with the goal of honoring individuals/organizations, celebrating events of mass appeal, and increasing public awareness of noteworthy issues affecting our citizens. These public service documents are strictly honorary and are not legally binding. Proclamation requests are reviewed on a case-by-case basis and submission of this form does not guarantee issuance. The Mayor's Office reserves the right to decline any request for a proclamation or issue a congratulatory/recognition letter instead. Due to editorial content and/or space limitations, we reserve the right to edit all submissions. No proclamation may be used as part of an advertisement or commercial promotion without express permission from the Mayor's Office. Issuance of a proclamation does not constitute an endorsement of any individual, organization or entity by the Mayor.*

For Staff Purposes

Notes:

Approved: \_\_\_\_\_