

**MAYOR WOODWARD'S OFFICE
CEREMONIAL DOCUMENT REQUEST FORM**



Mayor Nadine Woodward believes in recognizing citizens and organizations important to Spokane. The Mayor's Office offers three types of ceremonial documents for qualified applicants:

- **Proclamation** – to proclaim an honorary day, week, or month in the city.
- **Salutation** – to salute an individual or organization for exceptional personal or civic achievement.
- **Greetings** – to welcome visitors to Spokane meetings, conventions or special events.

Because of the volume of requests for these documents, the Mayor's Office has established some basic rules to ensure our ability to meet as many of these requests as possible. We will let you know promptly if we cannot honor your request.

1. Requests must be made a **minimum of three weeks in advance**, regardless of whether an organization has previously received a ceremonial document from the Mayor.
2. Only one proclamation per year, per individual or organization will be considered.
3. **Limit of three (3) WHEREAS** statements per proclamation.
4. Proclamations generally are not offered for out-of-city events or for-profit causes.
5. We may edit draft language for length or content.

Date of request:	
Contact name:	
Organization:	
Address:	
Telephone:	Email:
Type of document requested:	
Title of Day, Week, Month (proclamations only):	
Name of recipient(s):	

Proclamations may be presented at Monday night City Council meetings, outside events, or both, **though not necessarily by the Mayor**. Due to the number of items on the Council's agenda, **there is a limit of three proclamation presentations per meeting**. Please note that your proclamation will not be read and will be mailed if no one is present to receive it. Please fill out the information below if you would like to have your ceremonial document presented.

If you would like your proclamation read at a City Council Meeting please indicate three dates in order of preference below. Meetings occur most Mondays at 6:00 pm; contact the City Council Office at 625-6255 to confirm specific dates.		

All ceremonial documents can be read and presented at privately organized events. If you would like your ceremonial document read at an event, **please request the Mayor's attendance by emailing all event details to mayor@spokanecity.org**.

Documents that are not presented at a City Council Meeting or a private event will be mailed to the address above.

To submit this form, send it along with the verbiage you wish to have conveyed in your ceremonial document via email to mayor@spokanecity.org, or via mail to Office of the Mayor, 808 W. Spokane Falls Blvd., Spokane, WA 99201.

If you have further questions, please call the Mayor's Office at (509) 625-6250.

We respect your privacy and will not distribute your personal information except as necessary to fulfill your request. However, you should be aware that this information is subject to the State's public disclosure laws and may be disclosed upon request.

**MAYOR WOODWARD'S OFFICE
CEREMONIAL DOCUMENT REQUEST FORM**



Please write in the verbiage you wish to have conveyed in your ceremonial document below after each WHEREAS;

Limit of three (3) WHEREAS statements per proclamation.

WHEREAS;

WHEREAS;

WHEREAS;