

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



Mayor Lisa Brown 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 in the Mayor's office or at outside events, **though not necessarily by the Mayor**. Available times will vary. It is rare that the Mayor or a member of her staff would be available for evening times.

If you choose to have your proclamation read in the Mayor's office please email mayor@spokanecity.org and we will work with you to schedule a time.

If you would like your proclamation read at an outside event by the Mayor or one of her staff, please email all event details to mayor@spokanecity.org. Again, availability is largely within business hours.

Documents that are not presented in the Mayor's office or a private event will be mailed to the address above.

To submit this form, send it along with the language 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.

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

Limit of three (3) WHEREAS statements per proclamation.

WHEREAS;

WHEREAS;

WHEREAS;