



City of McAllen
PROCLAMATION REQUEST FORM

To be presented at a City Commission Meeting? Yes ____ No ____

Note: City Commission Meetings are held every 2nd and 4th Mondays of the month at 4:00 pm at McAllen City Hall the 3rd Floor, City Commission Chambers located at 1300 Houston Ave.

If yes, select City Commission meeting date: _____

Recipient Name: _____

Contact Person requesting Proclamation: _____

Telephone Number: _____

Extra Copies? Yes ____ No ____ If yes, number of copies? ____

If the proclamation is not to be presented at a meeting, it will be signed and the contact person will be called when proclamation is ready for pick-up.

Desired Date: _____

Contact Person: _____ Telephone Number: _____

Extra Copies? Yes ____ No ____ If yes, number of copies? ____

Any requests for presentations of proclamations at special events by Mayor Cortez and/or any City Commissioner must be made with Elma Vela, City Commission Liaison at 681-1001.

Is Sample proclamation provided? Yes ____ No ____

In no, please provide a detailed background from which the proclamation can be composed. Background information may include a resume, newspaper article, list of accomplishments or any historical information. Said request form and back up information must be submitted two weeks prior to meeting date or desired date.

Said form and sample proclamation/ back up information may be faxed to 956-681-1010, mailed to City Secretary's Office Attn: Yesenia Rodriguez, P.O. Box 220, McAllen, Texas 78505 or emailed to yrodriguez@mcallen.net.