



PROCLAMATION REQUEST FORM

***Only proclamations related to city-sponsored events or programs or in recognition of outstanding community service are read and presented at meetings. A representative should be available at the meeting to receive the proclamation and make a few brief remarks.**

City Commission Meetings are held every 2nd and 4th Mondays of the month at 5:00 pm at McAllen City Hall the 3rd Floor, City Commission Chambers located at 1300 Houston Ave.

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 résumé, 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.**

Proclamations not presented at a meeting, 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? _____

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

If yes, desired City Commission meeting date: _____

Recipient Name: _____

Number of Attendees: _____

Contact Person: _____ Telephone Number: _____

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

Special Instructions: Day of Meeting

1. Recipients must arrive 15 minutes before meeting
2. Please check in with City Secretary
3. **2 Minutes** to speak at podium

Any requests for presentations of proclamations at special events by Mayor Villalobos and/or any City Commissioner must be made with Alice Johnson, City Commission Liaison at 681-1006.

Said form and sample proclamation/ back up information may be mailed to City Secretary's Office Attn: Jose Trujillo, P.O. Box 220, McAllen, Texas 78505 or emailed to jtrujillo@mcallen.net.