



CITY OF DELRAY BEACH

Office of the City Clerk

100 N.W. 1st Ave. Delray Beach, Florida 33444

Phone Number: 561-243-7050

Email: agcoordinator@mydelraybeach.com

PROCLAMATION/RECOGNITION REQUEST

- _____ Proclamation
- _____ Special Recognition
- _____ Welcoming/Congratulatory Letter
- _____ Requesting Mayor's Attendance

CONTACT INFORMATION

Requested by: _____

Requestor's Address: _____

Contact Phone Number: _____ Best Time to Contact: _____

Email Address: _____

***** Please note, proclamations are no longer read at the City Commission Meetings.***

Date of the Event: _____

Individuals/Group Celebrating the Event: _____

Purpose of the Event: _____

Requesting Photo Opportunity with the Mayor ☐Yes ☐No

Requesting Presentation at a Commission Meeting ☐Yes ☐No

☐ Proclamation should be mailed

☐ Proclamation will be picked up on _____
(date)

[illegible]