



# PROCLAMATION REQUEST

The Mayor and Council Members of the City of Connellsville are pleased to provide special recognition to remarkable individuals, groups, and to recognize significant events in the community. Proclamations can be issued for civic celebrations, non-profit organizations, and significant events with historical and/or unique importance to the citizens in our local area, or to recognize individuals who have made a significant contribution to society.

- Proclamation requests must be submitted at least four (4) weeks in advance of the date it is needed. All requests submitted will be reviewed to make sure it meets the criteria.
- Proclamation requests must include the following:
  - Contact person's full name, address, telephone number(s) and email address
  - The date the proclamation is needed
  - A brief summary or background of the event and/or organization making request
  - The name and date(s) of the day, week, month or event to be proclaimed
  - Proposed proclamation text including "Whereas" clause and a "Now therefore" (what is being proclaimed)
- The completed Proclamation Request information must be mailed or dropped off to city hall.

City of Connellsville  
c/o Proclamation Request  
110 North Arch Street  
Connellsville, Pennsylvania 15425