



# The City of Waynesville

Office of the City Clerk

100 Tremont Center  
Waynesville, MO. 65583  
Phone: (573) 774-6171

## COURTESY PROCLAMATION REQUEST

### 1. Sponsor's Name as it should appear on the Proclamation

Name:	Title:	Phone:
Name:	Title:	Phone:
Number of Parchments/Copies	Date Proclamation Needed	
Name of Authorized Contact	Phone Number of Authorized Contact	

### 2. Honoree Information

Name of Event/Occasion/Cause or Issue:	Please check one: Day                      Month                      Annually		
Point of Contact:	Date of Event:		

### 3. REASON FOR THE PROCLAMATION

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### 4. PROPOSED LANGUAGE FOR PROCLAMATION

Please provide four to six whereas clauses:

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Documents Attached:  Written Material     Photos     Other \_\_\_\_\_

Printed Name of Requesting Party:	Signature:	Date:
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