



## City of Guthrie

### Proclamation Request

If you are interested in nominating an individual for recognition that you feel warrants the City of Guthrie issuing a proclamation, please fill out the following.

1. Contact person's first and last name, address and telephone number.

2. A brief summary and/or background of the event or organization.

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3. The name and date(s) of the day, week, month or event to be proclaimed.

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4. Proposed text for the proclamation, including 4-6 "whereas" clauses. (See example attached).

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5. Should the proclamation be:  mailed or  picked up

When is the proclamation needed by? \_\_\_\_\_

**Other guidelines:**

Proclamations should not take sides in matters of political controversy.

Proclamations should not address personal convictions.

The Mayor's Office reserves the right to modify or deny any proclamation request.

Once a proclamation request has been made, our office will contact you to inform you of our decision regarding the request.

**You may direct all correspondence to:**

Andrea Post  
Executive Assistant  
101 North 2nd Street  
Guthrie, Oklahoma 73044  
[apost@cityofguthrie.com](mailto:apost@cityofguthrie.com)  
Phone: 405.282.0496  
Fax: 405.282.0192