



Office of the Las Vegas City Council
Councilwoman Lois Tarkanian, Ward 1

495 S. Main Street, Las Vegas, NV 89101

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www.lasvegasnevada.gov

Proclamation/Certificate Request Form

Please fill in the appropriate information. Once completed, please email this form to **Kimberly Reid** at kreid@lasvegasnevada.gov. You may also send it by fax or mail (contact information above). **Requests must be made at least 30 days in advance. Handwritten requests are strongly discouraged.** Also, please be aware City Council meetings *typically* occur on the 1st and 3rd Wednesdays of each month. If you would like to request your proclamation be presented as a ceremonial item at a City Council meeting, please note ceremonial agendas fill up very quickly, months in advance. If you have a specific date in mind, the earlier you can make your request, the better chance you will have of securing your specified date.

1. Today's date:

2. Due date:

3. Please Choose One:

Proclamation - _____

Certificate of - _____ Achievement _____ Recognition _____ Appreciation

4. Contact information of person making the request:

Name:

Organization:

Cell and/or best daytime phone:

Email address:

5. Will this document be presented at a City Council Meeting? ___yes___no

6. If not, will this be picked up at City Hall? ___yes ___no

7. If you are unable to pick up the document, please provide an address where it can be mailed:

Name:

Organization:

Mailing address:

8. Specific title of what will be proclaimed (full name of person, event or group):

