



Proclamation Request

A proclamation is a ceremonial public document signed by the Mayor directing attention to a local resident, organization or event that positively impacts the community. A proclamation may be issued for:

- Civic celebrations
- Public awareness
- Arts and cultural celebrations
- An organization's event or special Action
- An extraordinary achievement

A Certificate of Recognition or a congratulatory letter may be issued as an alternative to a proclamation.

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs or individual conviction
- Events or organizations with no direct relationship with the City of Saginaw

Guidelines

- Request must be submitted **four** weeks prior to the date needed.
- Resident or business being honored must be located within the City of Saginaw and in good standing with the City.
- An organization may request one proclamation or certificate per year.
- The Office of the Mayor reserves the right to deny or modify any request.
- Proclamations must be picked up from the Office of the Mayor, they will not be mailed.

Please submit requests to:

Office of the Mayor
1315 S. Washington Avenue Room 203
Saginaw, MI 48601
mayor@saginaw-mi.com

Fax: 989 759-1607

Please contact the Office of the Mayor at (989) 759-1401 to arrange pick up of your document.

CITY OF SAGINAW PROCLAMATION REQUEST FORM

Date of Request _____

Requestors Name _____

Requestors Address _____

City _____ State _____ Zip Code _____

Email _____ Phone _____

Organization _____

Recipients Name (individual, group or organization)

Recipients Address _____

City _____ State _____ Zip Code _____

Date of Event _____

Date document is needed by _____

Please provide detailed information on the subject of the proclamation, including a brief history/biography of the organization or person, for what are they receiving this honor, how have they impacted the city, other notable details or accomplishments.

***Failure to provide sufficient information may prevent preparation of a satisfactory document.**

Notification process when proclamation is ready for pick up **Email** **Phone**

Please submit your requests by:

Email: mayor@saginaw-mi.com

**Mail: City of Saginaw
Office of the Mayor
1315 S. Washington Avenue Room 203
Saginaw, MI 48601**

Fax: 989 759-1607

Forms are also available in the Office of the Mayor at City Hall, Room 203.