



Proclamation Request

CITY of CAPE GIRARDEAU

Office of the City Clerk, 44 N. Lorimier, Cape Girardeau, MO 63701 573-339-6320

Date of Request:

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Proclamations are discretionary public announcements directing attention to a local resident, organization, or event. Proclamations typically are issued for certain events or causes when such a proclamation positively impacts the community and conveys an affirmative message to residents. The Mayor, without formal action of the City Council, may approve and issue proclamations.

Requests for proclamations should be submitted at least two weeks in advance.

Name or Event Title (what is being proclaimed/celebrated)

Requester Name/Organization	Date Proclamation Required
Contact Address	Request Presentation by Mayor or Council Member <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Phone Number	What is the proclaimed date, days, week or month?
Contact Email	

Person, Group, Organization, Activity or Event Being Recognized (spell precisely as desired on document; provide complete and current information about the person, group or event, such as mission statement, founding date, location and recent accomplishments)

Reason for the proclamation and why the person/organization/event is being honored (provide draft of proposed proclamation if available; see attached example)

What specific information do you wish to be mentioned in the proclamation?

Do you wish to attend Council Meeting for presentation of Proclamation?  Yes       No

If yes, provide the name and contact information (phone and email) of the party who will accept on behalf of the group, if different than above.

If no, should the proclamation be mailed to the address above, or will it be picked up?  Mail       Pickup

RETURN THIS FORM TO:  
[cityclerk@cityofcapegirardeau.org](mailto:cityclerk@cityofcapegirardeau.org)

Fax: 573-339-6302

Mail: 44 North Lorimier St.  
Cape Girardeau, MO 63701

For assistance, please call (573) 339-6320

# City of Cape Girardeau



## Proclamation Example

*Whereas*, the City of Cape Girardeau was incorporated on this day in the year 1808 and today is celebrating its 200<sup>th</sup> birthday; and

*Whereas*, we are here today to celebrate both the lives and contributions of those who built this great City by honoring their heritage and struggle; and

*Whereas*, we honor the many individuals and groups who established our history, the citizens representing all races and many cultures who provided phenomenal contributions to the political, economic, educational, cultural and religious life of our City; and

*Whereas*, as a result of those contributions, our great City boasts a hard-working and diverse population preparing the bright future for generations to come.

*Now, Therefore, Be It Resolved* that I, Stacy Kinder, Mayor of the City of Cape Girardeau, Missouri, and on behalf of the Cape Girardeau City Council, do hereby proclaim July 1, 20XX, as

## Cape Girardeau History Day

*In Witness Whereof* I have hereunto set my hand and caused to be affixed the Seal of the City of Cape Girardeau, Missouri, this *1<sup>st</sup>* day of *July* A.D., *20XX*.

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Stacy Kinder, Mayor