

## Form Center

Welcome to the City of Rockville Form Center. If your form requires a response, we will contact you as soon as possible.

### Request a Proclamation

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Proclamations are issued by the Mayor and Council to celebrate and acknowledge the milestones and achievements of organizations and individuals that reflect and enhance the ideals and principles of the City of Rockville. They are also issued to recognize and raise public awareness about charitable endeavors and events of cultural significance to the City of Rockville and the life of the Rockville community. Proclamations may recognize an event, day, week or month, such as Earth Month.

Proclamations are evaluated on a case-by-case basis at the sole discretion of the Mayor and Council. No request for a proclamation by an individual or organization has a guarantee of being granted. Proclamations issued by the Mayor and Council do not constitute a personal or civic endorsement by the Mayor and Council or the city.

Proclamations will not be issued for requests that pertain to any of the following:

- Matters of political controversy, political party affiliations or political organizations
- Individual personal convictions
- Illegal, discriminatory, obscene or inflammatory matters
- Attempts to influence city policy
- Celebrations of a personal nature
- Celebrations, campaigns or events contrary to the city charter or policies
- Matters which defame, mischaracterize or impugn others or the City of Rockville

To request a proclamation, complete the form below at least three weeks before the date(s) being commemorated.

**Name of Requesting Individual/Group/Organization\***

**Name to Appear on the Proclamation\***

Provide a brief description of what you would like commemorated by the proclamation.\*

Provide the date(s) to be commemorated by the proclamation, such as a specific day, week, or month.\*

Provide a few key facts to be included on the proclamation.\*

Attach a draft proclamation, if possible.

Choose File

No file chosen

Describe how the proclamation would advance or support one or more of the city’s guiding principles (public safety, economic development, housing, effective and efficient service delivery, and stewardship of the environment and infrastructure).\*

What date would you like to receive the proclamation by?

mm/dd/yyyy

Contact Name\*

Contact Email Address\*

Contact Address (if the proclamation is to be mailed)

Street Address 1

Street Address 2

City

State

Zip

Submit

\* indicates a required field