



Office of the Mayor  
City of Huber Heights  
6131 Taylorsville Road  
Huber Heights, Ohio 45424  
Phone: (937) 233-1423  
Fax: (937) 233-1272  
[www.hhoh.org](http://www.hhoh.org)

### MAYORAL PROCLAMATION REQUEST FORM

(Please print and complete the request form and submit the form via fax, e-mail, mail, or hand delivery.)

DATE OF REQUEST:

DATE NEEDED:

NAME OF REQUESTOR:

MAILING ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE:

EMAIL:

BRIEF SUMMARY OF AND/OR BACKGROUND OF THE EVENT, ORGANIZATION, OR INDIVIDUAL:

NAME AND DATE(S) OF THE DAY, WEEK, OR MONTH TO BE PROCLAIMED:

ATTACHED PROPOSED TEXT FOR PROCLAMATION

ACTION TO BE TAKEN WHEN THE PROCLAMATION IS COMPLETED:

Contact By Phone

Contact By Email

Mail Proclamation To: \_\_\_\_\_

Present Proclamation At: \_\_\_\_\_

Other: \_\_\_\_\_