



**City of Weston**  
Proclamation and Certificate of Recognition  
**Request Form**

Request for *(check one)*: Proclamation \_\_\_\_\_ Certificate of Recognition \_\_\_\_\_

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of Individual / Organization to be honored: \_\_\_\_\_

Title for Proclamation or Certificate of Recognition: \_\_\_\_\_

**Reason for Recognition:**

*(Please insert 4 – 6 “whereas clauses” and background information as draft text for a Proclamation)*

Requested Date of Recognition: \_\_\_\_\_

Document is to be: *(Please check one and provide details)*

Presented at a City Commission Meeting in \_\_\_\_\_ (month / year)

Presented at the following event: \_\_\_\_\_

*(Please provide event information)*

**City of Weston**  
Proclamation, Certificate of Recognition



**Request Form**

**Pick-up by:** \_\_\_\_\_ **on:** \_\_\_\_\_ (date)

**Mail to:** \_\_\_\_\_

***Note: Submission of a request for a Proclamation or Certificate of Recognition does not guarantee issuance. Staff will contact requestor with approval or denial notification.***

- Submittal must be received at minimum, 2-weeks prior to subject meeting/date of event recognition.

Please return completed Request Form via email to [cityhall@westonfl.org](mailto:cityhall@westonfl.org) or by mail/drop off in person at Weston City Hall, 17200 Royal Palm Boulevard, Weston, FL 33326

**Administrative Use Only**

Proclamation: \_\_\_\_\_ Certificate of Recognition: \_\_\_\_\_ Other: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, state reason: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Date Submitted for Mayor's Signature: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Completed by: \_\_\_\_\_