



Proclamation Request Form

A proclamation recognizes an organization or cause that affects a large number of citizens. The following are guidelines the City of Deerfield Beach uses to issue proclamations:

- Recognizing the birthday of a living resident who has lived in the City for 25 years or more;
- An employee retiring from the City after 10 years of service; or
- A proclamation of sympathy.

Further, any proclamation meeting the above mentioned criteria must include sufficient information to fulfill the request. In the event that the information provided is insufficient, a certificate will be issued acknowledging the entity's contributions and supporting their efforts. Upon completion, the proclamation/certificate will be promptly mailed to the requestor.

Please return this form completed in its entirety to:

City Manager's Office
Proclamation Review
150 NE 2 Avenue
Deerfield Beach, FL 33441
(954) 480-4263
web.citymgr@deerfield-beach.com

Please allow approximately 5-7 business days to process a proclamation request.



Proclamation Request Form

Date Submitted:

Group Name (if applicable):

Person of Contact:

Phone:

Mailing Address:

City:

State:

Zip:

Email:

Type of Recognition:

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

Date to appear on certificate/proclamation:

Date certificate/proclamation needed:

In the space below please provide additional information regarding the event. For proclamations please provide 4 – 6 whereas clauses, please see the example on page 3.



Proclamation example

WHEREAS, The City of Deerfield Beach was founded on this day in the year 1925 and today is celebrating its 91st 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 a bright future for generations to come.

NOW, THEREFORE, I, JEAN M. ROBB, Mayor of the City of Deerfield Beach, Florida, in recognition thereof, do hereby proclaim June 11, 2016 as:

“Deerfield Beach History Day”