

**Application for Proclamation Honoring a Person or Group  
by the Mayor of the City of Washington**

The Mayor of Washington is pleased to provide special recognition to remarkable individuals and groups and significant events in the community by signing a proclamation.

Groups or individuals requesting proclamations are asked to provide information to be used in the proclamation. This information may be attached to this form, written in the questionnaire below and mailed to City Clerk of Washington, PO Box 1988, Washington, NC 27889 or emailed to the City Clerk at [cbennett@washingtonnc.gov](mailto:cbennett@washingtonnc.gov) If you have questions, please call the City Clerk at 252-975-9318.

Please allow 7 business days for creation of the proclamation.

***Please type or print clearly!***

1. Name and Daytime Telephone Number of Person Requesting Proclamation
2. What is the name of Person or Group to be recognized with the proclamation?
3. What is this person or group being recognized for (examples: reaching a personal milestone, an accomplishment or achievement or receiving a distinction)?
4. When and where will (did) the significant event described above occur(red)?
5. How is this person or group connected to Washington and/or Beaufort County, NC?
6. Explain how this person or group is worthy of recognition in any or all of the following areas:
♦ Significant accomplishments
♦ Positive influence on others
♦ Contributions to community
♦ Contributions to church
♦ Contributions to family
♦ Contributions to profession
♦ Involvement in civic affairs (membership in organizations, leadership positions, etc., pet projects, etc.)

7. How do you want the community to remember this person or group?

8. What is this person or group best known for?

9. Please tell us anything else you would like to include in the proclamation.