



## COLLIER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROCLAMATION

Please complete the information below and email it to [Aimee.Trochessett@colliercountyfl.gov](mailto:Aimee.Trochessett@colliercountyfl.gov). **along with** a draft of the proclamation (insert language on the attached template).

A Commissioner sponsor is required. Aimee will contact you to confirm receipt and presentation at an upcoming Board of County Commissioners meeting. If you have questions, please email [Aimee.Trochessett@colliercountyfl.gov](mailto:Aimee.Trochessett@colliercountyfl.gov) or call (239) 252-8075.

Requests must be submitted to Aimee Trochessett **a minimum of 13 days prior** to the requested meeting date.

**NAME:**

**ADDRESS:**

**PHONE NUMBER:**

**EMAIL ADDRESS:**

**DATE OF BOARD OF COUNTY COMMISSIONERS MEETING YOU WOULD LIKE THE PROCLAMATION PRESENTED:**

**EXPLANATION OF PROCLAMATION REQUEST: (EXPLAIN THE REASON FOR THE PROCLAMATION)**

**IS THIS PROCLAMATION DATE-SPECIFIC?**

**HAS THIS PROCLAMATION BEEN PRESENTED IN PREVIOUS YEARS?**

**NAMES OF RECIPIENTS WHO WILL BE PRESENT AT THE MEETING TO ACCEPT THE PROCLAMATION:**

**FYI, a photograph will be taken with the County Commissioners at the Board meeting when the proclamation is presented. Other persons present with the recipients are welcome to join in the photograph. Would you like this photograph emailed or sent via U.S. mail? Please provide email or mailing address: \_\_\_\_\_.**

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**INTERNAL USE ONLY:**

**DATE APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_**

**ACCEPTED: \_\_\_\_\_ DENIED: \_\_\_\_\_ REASON FOR DENIAL: \_\_\_\_\_**

**APPLICANT NOTIFIED ON: \_\_\_\_\_ (date) VIA TELEPHONE/ EMAIL/ US MAIL**

**BY: \_\_\_\_\_ (signature)**