

*CITY OF*  
*Beachwood*  
PROCLAMATION REQUEST FORM

**City of Beachwood, Mayor Justin Berns, 25325 Fairmount Blvd., Beachwood, Ohio**

Questions? Please call 216-292-1901.

Please submit the following form in person or via email (MayorsOffice@Beachwoodohio.com), no less than 3 – 5 days before the established due date listed below.

1.) Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

2.) Provide a brief summary and/or background of the individual, event or organization.

3.) The name and date(s) of the day, week, month or event proclaimed.

4.) Draft text for the proclamation, including 4-6 "Whereas" clauses which include content information relevant to the person or organization being recognized.

5.) Due Date: \_\_\_\_\_

**Proclamations will not be issued:**

- To any group whose policies or aims advocate violence, hatred or any other position contrary to the well being of the citizens of Beachwood, or the quality of life in Beachwood.
- For any matter with potential political controversy or which may suggest an official City position on a matter under consideration or to be voted on by City Council.

**Please note:**

- A certificate of Recognition or a Congratulatory letter is an alternative where proclamation criteria are not met.
- Proclamations are not indicative of the Mayor's support of any individual, issue, project, event or endorsement.
- We reserve the right to modify or decline any request for any reason.