Proclamation Information

Proclamation Title: ____________________________

Proclaimed Date: ____________________________

* The date displayed on the proclamation

Required Documents

- Details on the organization, event or honored individual
- We require at least 300 words in length to process the proclamation
- If you have already drafted your proclamation, please attach that draft along with this form in your email submission to ceremonialdocs@houstontx.gov

(Fill with a brief description of your event or honored individual)

Requester Information

Requested by: ____________________________

Phone Number: ____________________________

E-mail Address: ____________________________

1. Two weeks’ notice is required prior to the date the proclamation is issued.
2. Proclamations are only issued to organizations located in Houston.
3. Requesters must clearly identify the significance and connection of the Proclamation to the mandate and strategic goals of the City of Houston.
4. Our office reserves full editing rights and cannot guarantee that all information will be used.