



Mayor's Office of Communications

City of Houston - Proclamation Form

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: _____

¹Two weeks' notice is **required** prior to the date the proclamation is issued.

²Proclamations are only issued to organizations located in Houston.

³Requesters must clearly identify the significance and connection of the Proclamation to the mandate and strategic goals of the City of Houston.

⁴Our office reserves full editing rights and cannot guarantee that all information will be used.