



**CITY OF SANTA MONICA
COUNCIL OFFICE**

PROCLAMATION/COMMENDATION REQUEST FORM

Requests should be made at least 10 business days in advance of the date the document is needed. Requests should be made using this form and emailed to stephanie.venegas@smgov.net. The Council Office may modify, edit, amend or deny any Proclamation, Commendation, or Congratulatory Letter request and shall make the final determination whether the proclamation will be presented at a Council meeting, at an event, or mailed to the requester.

Contact

Last Name: _____ First Name: _____ Phone: _____

E-mail: _____

Mailing Address: _____ City _____ State ____ Zip _____

Organization: _____ Requestor's Title/Role: _____

What are you requesting: Proclamation Commendation Congratulatory Letter

Please enter the draft text here. For proclamations and commendations, please include 3-5 "whereas" clauses. For letters, please include proposed language.



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Whom do you want to sign the item? Mayor Mayor & Councilmember
Councilmember(s)

If a Councilmember, who? Glean Davis Sue Himmelrich Kevin McKeown Pam
O'Connor Terry O'Day Tony Vazquez Ted Winterer

How would you like to receive the item?

- Will Be Picked Up Date to pick up: ___/___/___
 Via Mail Mailing Address (if different than above)

Mailing Address: _____ City _____ State _____ Zip _____

If you have questions,
please contact the Council Office:
Stephanie Venegas at (310) 458-8201
stephanie.venegas@smgov.net