



PROCLAMATION REQUEST FORM

Commissioners of Leonardtown, PO Box 1, Leonardtown, MD 20650
Leonardtown.commissioners@leonardtownmd.gov or Fax: 301-475-9791

Please complete your request form, and submit via e-mail, fax, mail or hand delivery **NOTE: Requests will go through an internal review process, so it is necessary to submit your request at least *two weeks* prior to the date the document is needed to insure timely issuance.**

DATE OF REQUEST:		DATE WHEN PROCLAMATION IS NEEDED:	
FULL NAME OF PERSON REQUESTING PROCLAMATION:			
ADDRESS:			
CITY:		STATE:	ZIP CODE:
TELEPHONE NUMBER:		E-MAIL:	
BRIEF SUMMARY AND/OR BACKGROUND OF THE PERSON/EVENT OR ORGANIZATION:			
NAME AND DATES OF THE DAY, WEEK OR MONTH TO BE PROCLAIMED:			
PROPOSED TEXT FOR THE PROCLAMATION:			
ACTION TO BE TAKEN WHEN THE PROCLAMATION or RECOGNITION IS READY FOR PICKUP:	<input type="radio"/> CALL	<input type="radio"/> E-MAIL	<input type="radio"/> MAIL PROCLAMATION TO:

NOTE: Once signed by the Mayor and Council, the original proclamation is returned to the requestor. The Town may post the Proclamation on their Facebook(s) if approved by requester. The issuance of a proclamation does not constitute an endorsement by the Commissioners of Leonardtown.

Submit via Email

Print Form