



City of Sedona Proclamation Requests

The City of Sedona is pleased to consider requests for Proclamations. Proclamations are typically used to recognize exceptional achievement, extraordinary organizations or activities. Per the City Council's Rules of Procedure, Rule 1.P.3., Proclamations may be placed on the Council agenda by the City Manager or with sponsorship of any two Council members. Due consideration should be given concerning whether the Proclamation is consistent with the City's vision statement and the goals of the Community Plan. Proclamations that promote a particular political or religious agenda will not be accepted.

Please note that the Agenda Team has discretion over placement of any requests on the City Council's agenda. Requests must be submitted in accordance with the City's established timeline for placing items on the Council's agenda. Only the City Council may issue a Proclamation following approval at one of their regularly scheduled meetings on the second or fourth Tuesday of the month. Any proclamation requests should therefore be submitted at least three weeks before the Council meeting at which you wish to have the proclamation adopted. Please complete the following form in its entirety and email it, along with the proposed Proclamation, to jcook@sedonaaz.gov. Email is preferred; however, you may also mail your request to:

JoAnne Cook, City Clerk
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336-3710.

Upon receipt, your request will be evaluated. If approved, it will be placed on a future Council agenda for consideration by the City Council and you will be notified of the date. If you have any questions, please call 928-282-3113.



City of Sedona Proclamation Request Form

Full Name of Contact Person	
Contact Phone Number	
Contact Mailing Address	
Contact Email Address	
Group, Organization, Activity or Event Being Recognized (Please make sure you provide complete and current information about the group or event)	
Website Address (if applicable)	
Name of the sponsor(s) of the Proclamation (2 Council members or the City Manager)	
What is the proclaimed day, days, week or month? (e.g. 10/11/12, October 11-17, 2012, October 2012)	
Would you like to attend a Council meeting for formal presentation of the Proclamation or would you like to pick it up?	Presentation at Meeting Pick up Proclamation
If you would like the Proclamation presented at a Council meeting, please provide the full name and contact information (phone number and email address) of the party who will accept it on behalf of the group.	

Provide information about the organization/event including a mission statement, founding date, location and achievements.

Please explain why this Proclamation and any events accompanying it are important to the Community and are consistent with the City's vision statement and Community Plan goals. What is the clear reason for the Proclamation and why are you requesting this honor? What activities/events are planned around this Proclamation and how do you plan to promote this to the community?

Please include a draft of the proposed Proclamation with this request, preferably a Word file in electronic format.