**Proclamation Request Template**

|  |  |
| --- | --- |
| WHEREAS: | Reason 1 for the request – Provide an overall summary of why the day / event / milestone is important  |
| WHEREAS: | Reason 2 for the request – Offer a statistic to demonstrate the impact of the day / event |
| WHEREAS: | Reason 3 for the request – Provide an explanation as to why the day was chosen |
| WHEREAS: | Reason 4 for the request – Explain who you are and why you are making the request  |
| WHEREAS: | Explain what the day / event / milestone is |

NOW, THEREFORE, I, Mayor’s Name, Mayor of Town Name, do hereby proclaim Date as:

**“Name of the Day”**