

**PROCLAMATION REQUEST FORM**

**Requestor Name:** \_\_\_\_\_

**Organization/Group:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Background of the person, event, organization, issue, or activity:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Will there be activities or events planned to celebrate this proclamation? If so, please provide details:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Requested Title of Proclamation:** \_\_\_\_\_

**Requested Date of Proclamation:** \_\_\_\_\_

**Names and dates of event to be recognized:** \_\_\_\_\_

\_\_\_\_\_

**Whether funds are being raised or who will benefit from an event:** \_\_\_\_\_

\_\_\_\_\_

**Suggested Text of Proclamation:** (OR ATTACH DRAFT PROCLAMATION TO THIS FORM)

WHEREAS, \_\_\_\_\_

WHEREAS, \_\_\_\_\_

WHEREAS, \_\_\_\_\_

WHEREAS, \_\_\_\_\_

NOW, THEREFORE, THE SELECT BOARD OF THE TOWN OF STOW HEREBY  
PROCLAIMS \_\_\_\_\_

\_\_\_\_\_  
**Is the proclamation desired to be presented at a Select Board meeting, picked up in person at Town Building, emailed to you, or delivered by mail?**

\_\_\_\_\_  
**Policy Reminder:** Requests are honored at the Select Board's discretion. The Board reserves the right to approve or decline any proclamation request, or edit any draft language. Requests for proclamations to be presented at Select Board are also approved at the discretion of the Board.