



Georgina L. Holliday
City of Inkster
26215 Trowbridge
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CITY OF INKSTER 26215 TROWBRIDGE INKSTER, MICHIGAN 48141

PROCLAMATION/CERTIFICATE REQUEST PROCEDURES

The Mayor and Council Members of the City of Inkster are pleased to provide special recognition to remarkable individuals, groups, and to recognize significant events in the community.

Proclamations or Certificates can be issued for civic celebrations, non-profit organizations, and significant events with historical and/or unique importance to the citizens in your local area, or to recognize individuals who have made a significant contribution to society.

Proclamation/Certificate Request Forms must be submitted at least four (4) weeks in advance of the date it is needed.

Proclamation requests must include the following:

- Contact person's full name, address, telephone number and email address
- The date the proclamation is needed
- A brief bio of the person and accomplishments (if proclamation is for an individual)
- A brief summary or background of the event and/or organization making the request
- What is being proclaimed

Certificate requests must include the following:

- Contact person's full name, address, telephone number and email address
- The date the certificate is needed
- The name of the individual/Event/Organization who will receive the certificate
- What the certificate is being received for

***In the event the information provided is insufficient to do a proclamation, a certificate will be issued acknowledging the individual/entity's contributions and supporting their efforts.**



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The completed Proclamation/Certificate Request Form and pertinent information can be mailed, hand-delivered or emailed to the following:

Mail or Hand Delivered: Office of the Mayor OR Office of the City Clerk
26215 Trowbridge
Inkster, MI 48141

Email: clerk@cityofinkster.com cc: gholliday@cityofinkster.com OR
mself@cityofinkster.com

PROCLAMATION/CERTIFICATE REQUEST FORM

Contact Person Information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Proclamation/Certificate Information:

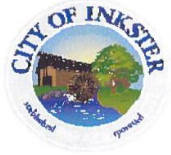
Name of Individual, Group, or Organization: _____

Name or Title of Event: _____

Date of Event: _____

How will you get the Proclamation/Certificate?

Will pick up Please mail



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Which one are you requesting?

Certificate Proclamation

Please provide the information for your proclamation/certificate on the next page.

A Proclamation must have enough information to make four points. If you need more space please use additional paper. You may also attach your information.



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