

**JEFFERSON COUNTY  
COUNTY EXECUTIVE  
COURTESY PROCLAMATION REQUEST  
PLEASE PRINT OR TYPE**



**SPONSOR INFORMATION**

Sponsor's name as it should appear on proclamation		District Number	Phone Number
Address		City/State	Zip
Signature Line Requested (Yes/No)	Number of Parchments/Copies	Date Proclamation Needed	
Name of Authorized Contact		Phone Number of Authorized Contact	

**HONOREE INFORMATION**

Reason for Proclamation
Name of Honoree
Address of Honoree
Occupation
Community Service, Memberships
Awards, Honors, Special Accomplishments, etc.
Name of Spouse and/or Parents
Name of Other Family Members and Their Relationship to Honoree
Other Pertinent Information (use back or additional sheets if necessary)