



Township of Wall  
 Township Clerk's Office  
 2700 Allaire Road  
 Wall, NJ 07719  
 (732)449-8444 Ext. 2200

# Proclamation Request Form

The Mayor and members of the Township Committee of the Township of Wall are pleased to provide special recognition to remarkable individuals, groups, and to recognize significant events in the community. Proclamations can be issued for civic celebrations, non-profit organizations, and significant events with historical and/or unique importance to the citizens in the local area, or to recognize individuals who have made a significant contribution to society.

The Clerk's office will e-mail a sample/template Proclamation to act as a guideline and assist in preparation of the draft Proclamation. We must stress that **it is the organization's responsibility** to provide content as you have first-hand knowledge of the organization. Proclamation typically contain four to six WHEREAS clauses.

	<ul style="list-style-type: none"> <li>Application must be submitted at least <b>three weeks</b> prior to the meeting date or event where the presence of the Township Committee is requested to allow for coordination and preparation. Please email the application to <a href="mailto:clerk@townshipofwall.com">clerk@townshipofwall.com</a> <ul style="list-style-type: none"> <li>Date submitted: _____</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li><b>Contact information for application</b> <ul style="list-style-type: none"> <li>Name of organization: _____</li> <li>Person of Contact: _____</li> <li>E-mail: _____</li> <li>Telephone: _____</li> <li>Mailing Address: _____</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li><b>Proclamation to be presented at:</b> <ul style="list-style-type: none"> <li>Township Committee Meeting Month of: _____</li> <li>Other Event: __ / __ / ____               <ul style="list-style-type: none"> <li>Name of Event: _____</li> <li>Alternate Location Address: _____</li> </ul> </li> </ul> </li> <li><b>Date to Appear on Proclamation:</b> _____</li> </ul>
	<ul style="list-style-type: none"> <li><b>Number of Copies of Proclamation requested:</b> _____           <ul style="list-style-type: none"> <li>Please note that it is the organizations responsibility to notify individuals that they would like to be in attendance for the presentation of the Proclamation</li> </ul> </li> </ul>

### TOWNSHIP OFFICE USE ONLY

The items below must be completed to ensure the Proclamation goes on the corresponding Agenda

<b>Sample Proclamation Sent to Applicant:</b>	Initials: Date:
<b>Date of Proclamation Presentation:</b>	Initials: Date:
<b>Proclamation Prepared:</b>	Initials:
<b>Attendance (if not at TC meeting):</b>	(See tracking on TC Event Calendar)
<b>Date Added to the Agenda:</b>	Initials: Date:
<b>Date Proclamation is being presented:</b>	Date: