

City of Manchester
14318 Manchester Rd
Manchester, MO 63011
P: (636) 227-1385 ext. 108
F: (636) 227-5438
mmelugin@manchestermo.gov



Proclamation Request Form

Contact Name: _____

Organization Name (if applicable): _____

Address: _____ Phone: _____

City, State, Zip: _____ Email: _____

Date Submitted: _____

Proclamation Name: _____

Event Date(s): _____ Duration (Day, Week, Month): _____

Date to be Proclaimed: _____

Summary of Event or Description of the Organization: _____

****All requests require a proclamation draft text, please attach to this form in order to be reviewed****

Applications must be submitted to City Clerk for review no later than 15 business days before the requested proclamation date. Applicant may be contacted for additional background information. If approved, applicant will receive a draft for review and will be notified when proclamation is ready for pick-up. The City has the right to modify or deny any proclamation request, presentation by the Mayor can be requested but never guaranteed.

Submit applications to Michelle Melugin at mmelugin@manchestermo.gov or in person to City Hall.

Applicant Signature: _____ Date: _____