



REQUEST FOR CITY OF PITTSBURGH PROCLAMATION

From the Office of
MAYOR LUKE RAVENSTAHL

Date of Submission: _____ Date of Event: _____

(please be aware: request for proclamation must be received in this office not less than two weeks prior to event)

Is this proclamation to be placed in Program or Ad book:

Yes cut off date for printer _____ No preferred date of receipt _____

Proclamation Request: _____

List or attach a few paragraphs, bullet points of interest or website address as resource about the organization, event, or recipient of the proclamation: _____

Is the finished proclamation to be picked up? Yes No Mailed? Yes No

If mailed, please provide complete mailing address and requested receipt date?

Contact Name	Contact Telephone/Cell/E-mail/Fax
_____	_____
_____	_____
_____	_____

Please Print this form and upon completion mail or fax to:
Erin Graney, Proclamations
Office of the Mayor
414 Grant Street
Pittsburgh, PA 15219
Phone: 412-255-2903 Fax: 412-255-2988 Email: erin.graney@pittsburghpa.gov