



Town of Dallas

210 N HOLLAND STREET – DALLAS, NORTH CAROLINA 28034

Resolution of Recognition/Mayoral Proclamation Request Form

Required fields are marked by an asterisk (*).

*Full Name: _____

*Phone Number: _____

Email Address: _____

Address: _____ City, State, & Zip: _____

*Name of Organization: _____

Date Document is Needed: _____

*Type of Recognition Document Preferred:

Mayoral Proclamation Resolution of Recognition

*Title of Resolution: _____

*Purpose of the Resolution or Proclamation (draft language and/or background of the person, event or organization). For proclamations/resolutions include 4-6 “whereas” clauses providing information describing the five W’s (who, what, when, where, and why) that detail the recognition. You may also include a separate document with this form:

My signature below confirms that all the information provided above is accurate and true. Additionally, it acknowledges compliance with the Town’s Recognition Policy.

Signature

Date Submitted

INTERNAL USE ONLY. DO NOT WRITE BELOW THIS LINE.

Approved

Not Approved

Approved By: _____

Date Request Received: _____ Date to be Introduced: _____

Presentation: _____

Please forward completed form to the Town Clerk
Town of Dallas | 210 N. Holland St. | Dallas, NC 28034
Phone: (704) 922-3176 ext.231 | Fax: (704) 922-4701
Email: ltysinger@dallasnc.net