



CITY OF ROCKLIN
REQUEST FOR CEREMONIAL DOCUMENTS, PROCLAMATIONS AND RESOLUTIONS

To request ceremonial documents, please complete the form and return to:

City Clerk
City of Rocklin
3970 Rocklin Road
Rocklin, California 95677

Date of Request:

Request for: Letter from the Mayor Mayor Proclamation Resolution

Date of Event:

Title or Nature of Event:

Requesting Party:

Name of Organization:

Address:

Telephone:

Email:

I would like my ceremonial document:

Mailed Call for pick-up. Or, if a resolution, presented at Council Meeting.

Please attach a sample document or provide the below pertinent information:

For Letters from the Mayor, please provide a brief history of the organization or a biographical outline of the person, and any other pertinent information including an address for the letter:

For Proclamations, please provide a brief history of the organization or a description of the purpose, goals, motto or theme of the event. If funds are to be raised, who will benefit from the event, and what will take place during the time celebration/recognition:

For Resolution, please provide a summary of the achievement or an overview of the years of service or specific contribution to the community. For donations, contribution or volunteer efforts, the name of the specific event or project, amount raised or donated, number of volunteer hours, including names of individuals or groups participating in the event:

[Please attach additional sheets if needed]

- All requests go through an internal review process.
- Submitting a draft or background information will expedite the process.
- Documents will remain with the City Clerk’s Department for thirty (30) days. After thirty (30) days, the document will be destroyed.

City Clerk Section

Approved by:

Requesting party notified on

Item(s) Mailed Picked up

Signature: