

Request a City Proclamation

What is a proclamation?

Proclamations are issued by the Office of the Mayor to provide an opportunity for the Mayor and City Commission to recognize exceptional events, groups or people. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of city residents and non-profit organizations, to honor occasions of importance and significance to the residents of DeLand, and to increase public awareness of issues with the hope of improving the well-being of citizens of DeLand.

Proclamation Guidelines:

- Proclamations recognize a day or week and in some cases the month can be recognized.
- We ask that requests be submitted three weeks prior to the due date. Some groups have suggested proclamations which may be submitted for consideration.
- Any draft language submitted may be edited or revised without notice at the discretion of the Mayor's Office.
- As proclamations are within the discretion of the Mayor, some requests may not be granted.

Proclamation Information

If you prefer, you are welcome to mail the information to Teri Byrnes, Executive Assistant at DeLand City Hall, 120 S. Florida Avenue, DeLand, FL 32720, email her at byrnest@deland.org or call her at 386-626-7107 or the Mayor at 386-804-6170 about your request. This information page is intended to facilitate this process and reduce the number of phone calls as it contains the information needed to process your request.

Required fields are marked by an asterisk (*).

*Name _____

*Phone (day) _____

Phone (evening/cell) _____

Address _____

Email Address _____

Unless advised otherwise, all contact regarding this request will be to the above listed person.

*Title of Proclamation _____

* Date(s) of Proclamation _____

*Purpose of Proclamation (draft language and/or background of person, event, or organization being proclaimed). You may attach additional information. Please provide as much detailed information as possible as we want the proclamation to capture your request.

Please select a preferred option for receiving:

Presentation at City Commission Meeting – Please provide date _____

Alternate date _____

(Commission meetings are 1st & 3rd Mondays at 7:00 PM. Proclamations are usually completed by 7:30 PM.)

Presentation in person by the Mayor or member of the City Commission. Please provide date, time & location of presentation.

_____ **Mail – Please provide address _____**

_____ **Pickup**

We will try to honor your request for presentation at a City Commission meeting or presentation in person, but certain dates may not be available due to length of agenda, availability or other prior commitments of Mayor or City Commissioners or other reasons. The Mayor’s Office will contact you regarding coordination of these presentations.

Greetings/Other Recognition

Greetings from the Mayor or other forms of recognition/thanks can also be requested of the Mayor. Greetings and/or other recognition shall be used to honor special events or individuals within the City of DeLand. These may include conventions, community celebrations, award ceremonies, graduations, etc. We ask that recognitions please be submitted two weeks prior to due date.

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