

City of Montebello

RECOGNITION REQUEST

C/Comm Meeting: ___/___/___
 Function or Event: ___/___/___
 Retirement Req Dt: ___/___/___

- Welcome/Congratulatory Letter** for citizen personal event (birthday, reunion, award, etc.)
- Proclamation:** *Event of Interest to General Public/ Extensive Public Service*
- Certificate:** *Other: Granted solely at the discretion of the Mayor*

Send via
 Internet: Lguzman@cityofmontebello.com

Event:		
Has a similar proclamation/letter been previously issued?		<input type="checkbox"/> YES <input type="checkbox"/> NO
Describe event to be acknowledged:		
Requested by (check one of the following below):		
<input type="checkbox"/> Citizen	<input type="checkbox"/> Local Group or Organization	<input type="checkbox"/> Other
Requested by:		
Address:		
City/ST/Zip		
Contact Phone Number:	Voice:	Cell:
E-mail address:		
<input type="checkbox"/> TO BE RECEIVED CITY COUNCIL MEETING—		
Date: _____, 20____ (2 nd or 4 th Wednesday)		
Recipient Name:	Recipient Name:	
Title:	Title:	
Representing:	Representing:	
Recipient Name:	Recipient Name:	
Title:	Title:	
Representing:	Representing:	
OR <input type="checkbox"/> TO BE RECEIVED AT FUNCTION/EVENT OF:		
Time:	Day of Week:	Date:
Place/Location:		
Address:		
NOTE: Presentations at Events may be possible, schedules permitting. In addition to this Request-- Presentations at Events MUST be confirmed with the Mayor's Office. Contact Lillian Guzman at (323) 887-1367.		
CLERK'S OFFICE:		
Approved by the Mayor	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Copy to Mayors Office	<input type="checkbox"/> To be presented by:	