



# City of College Station Proclamation Request

Office Hours Monday through Friday, 8 am – 5 pm

**Mailing Address**  
City Secretary's Office  
P.O. Box 9960  
College Station, Texas 77842

**Office Address**  
1101 Texas Avenue College  
Station, Texas 77842

**Phone:** (979) 764-3519  
**Fax:** (979) 764-6377  
**Email:** [cso@cstx.gov](mailto:cso@cstx.gov)

The Mayor of College Station issues proclamations for special community events and significant achievements of local organizations and individuals in College Station. Proclamations are usually presented at City Council meetings on the second and fourth Thursdays. Proclamations are NOT issued for profit-making activities or to promote specific religious beliefs, candidates or political organizations. Normally one copy of the proclamation is provided. There is no charge for this service.

**Instructions:** Please print or type, complete form, and email, fax, or hand deliver one week before presentation. To type into this document save it to your desktop, open it with adobe reader, complete, save again, and either print or email.

Date of request: \_\_\_\_\_ Date you want proclamation to be read and presented: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening: \_\_\_\_\_ Email: \_\_\_\_\_

What do you want proclaimed? (e.g. Aggie Victory Day; Red Ribbon Week; Mathematics Awareness Month, etc)

\_\_\_\_\_

Who will attend to accept the proclamation?: (list individuals or organization) \_\_\_\_\_

\_\_\_\_\_

How many copies of the proclamation do you need? \_\_\_\_\_

Other special requests: \_\_\_\_\_

\_\_\_\_\_

**Please list 4 or 5 reasons (for the “whereases”) that this person, event or organization merits a proclamation. This might include a little history, special achievements, special themes, goals, or significance to the College Station community. You may attach a draft proclamation or brief background material.**

1.

2.

3.

4.

5.

Other pertinent information:

**Email this form to [cso@cstx.gov](mailto:cso@cstx.gov)**

**If you need more information about arranging for a proclamation, please contact Anya McEwitt, City Secretary, at 979-764-3519**