COUNTY COUNCIL of CECIL COUNTY
County Administration Building, 200 Chesapeake Blvd., Elkton, MD 21921
410.996.5201 – 410.996.1014 fax

PRESENTATION REQUEST FOR PROCLAMATION or CERTIFICATE

Date:_____

Instructions: Please fill out the information below and submit to the Cecil County Council Office. Request should be submitted at least three weeks prior to the presentation date to provide enough time to schedule for the Council member(s). Thank you.

Request for: _____Proclamation _____Certificate of Recognition/Achievement

Requested Presentation Date:_____

____ County Building at a Council Meeting

____ Other Location: _____ _____
(Council member(s) would travel to location) **Address** **Time of Event**

Requested by:

_____
Name Organization

_____
Address City/State Zip

_____
Home/Business Phone Cell Phone Email address

Information for recognition:

_____
Name Organization

_____
Address City/State Zip

_____
Home/Business Phone Cell Phone Email address

Provide the details for the request (or attach information to this request):

_____

_____

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_____

FOR OFFICE USE: Council District:_____ Date of Presentation:_____

Council Confirmed to present: _____

Presentation Confirmed w/group on:_____ by:_____