

COUNTY COUNCIL of CECIL COUNTY

County Administration Building, 200 Chesapeake Blvd., Elkton, MD 21921

410.996.5201 Fax 800-865-0587

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):

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

Council Confirmed to present: _____

Presentation Confirmed w/group on: _____ by: _____