

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):

FOR OFFICE USE: Council District: _____ Date of Presentation: _____
Council Confirmed to present: _____
Presentation Confirmed w/group on: _____ by: _____