



CITY OF LUFKIN RECOGNITION AND HONORARIUM REQUEST FORM

Request for: Proclamation Certificate Letter from the Mayor
 Meritorious Service Medal Key to the City
 Other _____

Date of Request: _____ Name of Requestor: _____

Organization: _____

Address: _____

Phone: _____ Email: _____

Person/Organization to be honored: _____

Date of Recognition: _____

Reason for Recognition: _____

(Please attach information for Proclamations as a separate sheet. Please include enough information for 4-6 "whereas" clauses.)

Document is to be:

- Presented at Council Meeting scheduled for: _____
- Presented at the following event: _____
(Please attach event information to the Request Form)
- Picked up in person: _____ (date)

Administrative Use Only

Proclamation _____ Certificate _____ Letter from the Mayor _____ Key to the City _____

Meritorious Service Medal _____ Other: _____

Approved: Yes ___ No ___ (If no, state reason) _____

Approved Date: _____ By: _____

Date Issued: _____ Completed by: _____