



# 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: \_\_\_\_\_