

SAMPLE PROCLAMATION STRUCTURE

WHEREAS, this section should provide the introduction, date of the event and the name of the event/individual being recognized; and

WHEREAS, each proclamation request should include information for 4-6 “*WHEREAS*’ and no more than three lines of details; and

WHEREAS, this information can include background, important highlights, and specific details for the event/individual; and

WHEREAS, this section also provides information on background, important highlights, and specific details for the event/individual; and

WHEREAS, this section serves as the conclusion.

NOW, THEREFORE, I, JUSTIN M. WILSON, Mayor of the City of Alexandria, Virginia, and on behalf of the Alexandria City Council, do hereby recognize *Date of Event*, 2022, as:

“Name of the Event”

In the City of Alexandria and I call this observance to the attention of all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Alexandria to be affixed this 8th day of November, 2022.

ALL PROCLAMATION REQUEST AND THE CONTENTS ARE AT THE WILL OF THE MAYOR AND THE MAYOR RESERVES THE RIGHT TO MODIFY OR DENY ANY REQUEST.