



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

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PROCLAMATION REQUEST

Proclamations may be made on behalf of the Town of Sudbury by majority vote of the Board of Selectman in accordance with the following guidelines (Click [here](#) to view [Citations & Proclamations Policy](#)).

Proclamations are ceremonial documents signed by the Board of Selectman and issued for:
Public awareness, Charitable fundraising campaigns, Arts and cultural celebrations or Special honors

Proclamations will not be issued for:

Matters of political controversy, ideological or religious beliefs, or individual conviction; Events or organizations with no direct relationship to the Town of Sudbury

The Board of Selectmen reserves the right to modify or deny any proclamation request. More than one cause can be proclaimed simultaneously. A person/organization does not have exclusive rights to the day, week or month of their proclamation. A citation is an alternative where proclamation criteria are not met. Request must be made by a Town of Sudbury resident to the Office of the Board of Selectmen.

Please complete the following form and return to the Selectmen's Office to request a proclamation.

Name of contact person _____

Contact Address _____

Telephone Number(s) of contact _____ (cell) _____

Email address _____

Organization/Event Name _____

Background/Summary of Organization/Event _____

Proclamation date/duration:

Day _____ OR Week _____ OR

Month _____ OR Event _____

Will the Proclamation be picked up or should it be mailed? _____

When is the Proclamation needed? (Please allow at least 45 days after request submittal) _____

Signature of Applicant _____

Date _____

