



City of Great Falls
City Clerk's Office

P.O. Box 5021
Great Falls, Montana 59403
Office (406) 455-8451
Fax (406) 727-0005

Would you like to have a proclamation from the Mayor?

Proclamations highlight important issues, charitable events, civic-minded individuals, or memorable occasions. If you're interested in receiving a proclamation, please complete and submit the required information to Lisa Kunz, City Clerk: lkunz@greatfallsmt.net, or by fax: (406) 727-0005, or mail to the City Clerk's Office, P.O. Box 5021, 2 Park Drive South, Room 202, Great Falls, MT 59403.

Please include the name of the person or organization being recognized and all necessary background information. Include the date to be proclaimed, when you need the proclamation, and the name, address, and telephone number of a contact person.

If this is a new proclamation, the requestor is required to submit a majority of the wording. The City Clerk's office will format and finalize the document. We require a minimum of **3 weeks** to meet the deadline for inclusion on the Commission agenda.

The Mayor will read your proclamation at a City Commission meeting (1st and 3rd Tuesdays each month), or you can make arrangements to pick it up or have it mailed.

Proclamation Details

Occasion Title: _____

New: _____ Previous: _____

Background Information/Comments

Length: Day _____ Week _____ Month _____

Occasion Starting Date: _____

Occasion Ending Date: _____

Date Required: _____

Contact Information

Contact Name: _____

Business/Home/Cell Phone: _____

E-mail Address: _____

Mailing Address: _____