

Communications Request Form

“*” = Required

***MUST COMPLETE REQUEST FORM IN ORDER TO PROCESS**

*DEPARTMENT/ORGANIZATION: _____

*DATE OF EVENT: _____

*LOCATION: _____

*CONTACT: _____

*PHONE: _____ *FAX : _____

*EMERGENCY CONTACT #: _____

*E-MAIL: _____

In order to process the request, *we must receive all requested information IN PRINT.*
A two-week notice is required, along with all the information and the completed request form.

****A request is NOT a guarantee that your proclamation will be approved by the Communications Department****

(Check All That Apply)

____ Letter/Ceremonial Document ____ Proclamation

____ BOC Request Date* **please see below**

*SUMMARY OF EVENT (indicate **brief** reason of honoring recipient – ex. Sally’s birthday, 92nd church anniversary):
Please attach additional information.

For Proclamation Requests to be read at the Board of Commissioner Meeting Only

*BOC Date Requested: _____

***Note:**

- ◆ All BOC requests must be submitted **4 WEEKS** prior to the requested BOC date.
- ◆ Details and information must be submitted along with your request.

****A request is NOT a guarantee that your proclamation will be read at the requested BOC Meeting****

Please mail, fax or email completed form to: CEO Communications Office
Clark Harrison Building • 6th Floor • 330 W Ponce de Leon Ave, Decatur, GA 30030
Fax (404) 371-4751 • cecommunicationis@co.dekalb.ga.us