



Township of Neptune
 Township Clerk's Office
 25 Neptune Blvd.
 Neptune, NJ 07753

Proclamation Request Form

Submit Form and Event information to
Clerk@neptunetownship.org

Applicant Information:

Name of Applicant	Organization (If applicable)	Applicant Title in Organization
Phone Number (unlisted)	Organization Phone Number	E-mail Address

Proclamation Information:

Award/ Achievement
 In Honor
 Awareness
 Dedication of Day/ Month
 Other _____

Proclamation Detail:

Proclamation for: _____
(Name of Individual, cause, etc.)

Reason for Proclamation _____
(Describe achievement, reason for honor, purpose of dedication, etc.)

Details to be included in Proclamation:

Personal Information _____
(Family names and relation, personal influence, hobbies, etc.)

History _____
(Describe the history of the cause, honoree or occasion)

Prior Achievements _____
(include prior acknowledgements, awards, personal hurdles)

Community Involvement _____
(include community service, community projects, committees/ boards served on)

Other _____
(include any other information you would like included)

Committee Involvement

Request Mayor At My Event
 Request Presentation at Township Committee Meeting
 Invitation to all members of Township Committee
 No Presentation or Attendance Requested

Event Information

Date	Time	Location
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Assigned Committee Meeting

Meeting Date Requested	Meeting Date Approved/ Assigned
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