



Date Received: _____
(Office Use Only)

PROCLAMATION REQUEST

Proclamations are provided by the Supervisor's Office as a service to honor residents, celebrate milestones or increase awareness of noteworthy issues among citizens.

All requests for Proclamations or Certificates **must be accompanied by a fully completed Proclamation Request form**, and submitted to Donna Sadowsky, Legislative Aide at sadowsky@townofriverheadny.gov, or sent via regular mail to the Supervisor's Office, Riverhead Town Hall, 200 Howell Avenue, Riverhead, NY 11901. For questions or additional information, please contact Legislative Aide, Donna Sadowsky at (631)727-3200 ext. 655.

All requests for Proclamations must be approved by the Supervisor. Upon approval, you will be contacted to schedule a presentation date.

1. Recipient Name and Address: _____

2. Reason for Proclamation: _____

3. Date of Event or Milestone: _____

4. Years Lived in the Town of Riverhead: _____

5. Family Information (marital status, spouse name, family members, etc): _____

6. Occupation: _____

7. Accomplishments: _____

8. Community Associations/Organizations/Church: _____

9. Any Additional Information to be Included: _____

10. Contact Information (name, phone number, email, relationship to honoree): _____

