



Date Received: _____

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 emailed 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. **After your request is approved, please allow up to 10 business days for processing.**

1. Reason for Proclamation: _____

2. Recipient Name and Address: _____

3. Date of Event: _____

4. Years Lived in Riverhead Town: _____

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. I Would Like Completed Proclamation:

_____ Mailed (please provide address for mailing) _____

_____ Presented by the Supervisor (Call (631)727-3200 ext. 655 for availability and scheduling)

Contact Information of Person Requesting Proclamation: (Name, Telephone Number, Email): _____
