

# FLAG RAISING & PROCLAMATION REQUEST FORM

I am requesting the following (please select all that apply):

**Flag Raising** (*Complete Parts 1-3, Parts 5 & 6, Annex A, Annex B*)

**Proclamation** (*Complete Parts 1-4*)

## PART 1: ORGANIZATION DETAILS

**ORGANIZATION NAME**

**ORGANIZATION TYPE**

## PART 2: REQUESTER DETAILS

**LAST NAME OR SINGLE NAME**

**FIRST NAME**

**STREET ADDRESS**

**APT/UNIT NUMBER**

**CITY/TOWN**

**PROVINCE**

**POSTAL CODE**

**EMAIL ADDRESS**

**TELEPHONE NUMBER**

## PART 3: ALTERNATE CONTACT DETAILS

**LAST NAME OR SINGLE NAME**

**FIRST NAME**

**STREET ADDRESS**

**APT/UNIT NUMBER**

**CITY/TOWN**

**PROVINCE**

**POSTAL CODE**

**EMAIL ADDRESS**

**TELEPHONE NUMBER**

## PART 4: PROCLAMATION REQUEST DETAILS

**CAUSE/EVENT/COMMEMORATION TO BE PROCLAIMED** (*Written as you want it to be Declared by Council*)

**DAY**

**WEEK**

**MONTH**

## PART 5: FLAG RAISING DETAILS

**CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED**

**FLAG TO BE RAISED** (*Please attach an image of the flag to this form*)

**ANTHEM OR MUSIC TO BE PLAYED** (*If required*)

**WILL THERE BE A PUBLIC EVENT AT CITY HALL FOLLOWING THE FLAG RAISING CEREMONY?**

**YES** - To book an appropriate space at City Hall and required equipment following the ceremony, please contact Recreation Services by telephone at (905) 832-8500 or by email at [RecCSD@vaughan.ca](mailto:RecCSD@vaughan.ca).

**NO**

## PART 6: PUBLIC CEREMONY DETAILS

The City of Vaughan endeavors to accommodate the requestor's preferred date, however it is **NOT GUARANTEED**. To assist in scheduling your public ceremony, we ask you to designate up to 3 alternate dates for booking.

**PREFERRED CEREMONY DATE**

**ALTERNATE CEREMONY DATE 1**

**ALTERNATE CEREMONY DATE 2**

**ALTERNATE CEREMONY DATE 3**

**TIME OF DAY PREFERENCE**

**AM (09:00 a.m. – 12:00 p.m.)**

**PM (12:00 p.m. – 4:00 p.m.)**

<b>ESTIMATED NUMBER OF ATTENDEES</b>	
<p><b>THE FOLLOWING HAVE BEEN ATTACHED TO THIS REQUEST</b> (Please note that these are <b>REQUIRED</b> as part of the request approval)</p> <p style="text-align: center;"><b>Completed Annex A Draft Ceremony Agenda (See Page 4)</b></p> <p style="text-align: center;"><b>Completed Annex B Dignitaries/VIPs Attending/Invited (See Page 5)</b></p> <p style="text-align: center;"><b>Image of the Flag to be Raised</b></p>	

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, and will be used for the purpose of processing requests to conduct flag raisings at Vaughan City Hall. Questions about this collection of personal information should be directed to the Office of the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, 905-832-8504.

## ANNEX A: DRAFT CEREMONY AGENDA

Please complete the following agenda, with an estimate of the start and end time, and estimated time at which each item will occur. Items may include speeches from dignitaries, playing of songs or anthems, and any displays or performances that may take place during the ceremony. A sample agenda is available online, [click here to view](#).

TIME	ITEM

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## ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

Please complete the following list, indicating any dignitaries or VIPs (including the Mayor and Members of Vaughan Council) who have or will be invited to participate or attend the flag raising ceremony. We ask that you identify each person's name, and the organization to which they are associated, if applicable.

**NOTE:** You are responsible for issuing invitations and providing ceremony details to all dignitaries or VIPs if you wish them to attend, **EXCEPT** for the Mayor and Members of Vaughan Council, who will be contacted by city staff if you wish them to attend.

NAME	ORGANIZATION

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# FLAG RAISING & PROCLAMATION REQUEST FORM

## INSTRUCTIONS FOR COMPLETING THIS FORM

<b>PART 1: ORGANIZATION DETAILS</b>
<ul style="list-style-type: none"><li>• Please provide your organization's full official name.</li><li>• Select the most appropriate type from the options provided.</li></ul>
<b>PART 2: REQUESTOR DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the primary contact for this request on behalf of the organization identified in Part 1.</li></ul>
<b>PART 3: ALTERNATE CONTACT DETAILS</b>
<ul style="list-style-type: none"><li>• Please make sure to identify an alternate contact to ensure staff can reach a representative of your organization if the primary contact is unavailable on short notice.</li></ul>
<b>PART 4: PROCLAMATION REQUEST DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this proclamation, i.e. national day, independence day, awareness month.</li><li>• Please select whether the date to be proclaimed is a specific day, for a week or for an entire month.</li></ul>
<b>PART 5: FLAG RAISING DETAILS</b>
<ul style="list-style-type: none"><li>• Identify the occasion being recognized by this flag raising ceremony, i.e. national day, independence day, awareness month.</li><li>• It is imperative that you supply a clear image of the flag to ensure staff reviewing the request can ensure that it complies with our policies and protocols.</li><li>• Please consult the Protocol Services page online for full details on flag raising ceremonies.</li><li>• This request only covers flag raising ceremonies, if you wish to conduct an event to celebrate after the ceremony is concluded you <b>MUST</b> contact Recreation Services to book locations and resources for that event.</li><li>• Please note that if you require additional resources or time for your ceremony, you will also need to contact Recreation Services to book rooms, spaces and equipment beyond that normally provided by the City of Vaughan.</li></ul>
<b>PART 6: PUBLIC CEREMONY DETAILS</b>
<ul style="list-style-type: none"><li>• Provide alternate dates and times to ensure the availability of our space, staff, resources and Council for the ceremony.</li><li>• It is imperative that you provide an <u>accurate</u> estimate to ensure we provide appropriate seating and security for the ceremony.</li><li>• Ensure that all three documents are attached with your request or it may be denied for completeness.</li></ul>

## ANNEX A: DRAFT CEREMONY AGENDA

- Please detail each item of the agenda in order, including the approximate time that it will take place.
- Items may include an Introduction, Official Greetings from the Mayor, Raising of the Flag, etc.; try to provide any additional details that might be helpful such as noting that the anthem should be played when the flag is being raised.
- A sample of the draft ceremony agenda is provided below to help guide you in completing this page:

Time	Item
12:00	Master of Ceremonies provides an introduction and welcomes everyone to the ceremony.
12:05	President of the organization delivers greetings and acknowledges dignitaries.
12:10	Mayor delivers his address to guests.
12:15	Member of Parliament delivers their address to guests.
12:25	Children's choir sings cultural song.
12:35	Organization and dignitaries raise the flag, while the anthem is played.
12:45	Master of Ceremonies thanks everyone and closes the ceremony.

- Staff will work with you on finalizing the agenda for your ceremony after the request has been submitted.

## ANNEX B: DIGNITARY/VIPs ATTENDING/INVITED

- Provide the name and organizations for all dignitaries or VIPs you are inviting to attend the ceremony.
- Dignitaries and VIPs might include the Mayor and Members of Vaughan Council, Members of Parliament, Members of Provincial Parliament, Ambassadors or High Commissioners from foreign embassies or high commissions, CEOs or Presidents of corporations, etc.
- Please note that city staff will only issue invitations and information to the Mayor and Members of Council, you are required to invite and inform all other dignitaries and VIPs listed on this page of your request form.