

## 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**

Coaches Association of Ontario

**ORGANIZATION TYPE**

Not-for-profit

### PART 2: REQUESTER DETAILS

**LAST NAME OR SINGLE NAME**

Amos

**FIRST NAME**

Matthew

**STREET ADDRESS**

875 Morningside Ave

**APT/UNIT NUMBER**

100

**CITY/TOWN**

Scarborough

**PROVINCE**

ON

**POSTAL CODE**

M1C 0C7

**EMAIL ADDRESS**

matthew@coachesontario.ca

**TELEPHONE NUMBER**

(416) 426-7088

### PART 3: ALTERNATE CONTACT DETAILS

**LAST NAME OR SINGLE NAME**

**FIRST NAME**

**STREET ADDRESS**

**APT/UNIT NUMBER**

**CITY/TOWN**

**PROVINCE**

ON

**POSTAL CODE**

**EMAIL ADDRESS**

**TELEPHONE NUMBER**

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## PART 4: PROCLAMATION REQUEST DETAILS

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

National Coaches Week

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.)**