

## 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**

City of Vaughan Public Works - Parks, Forestry & Horticulture Operations

**ORGANIZATION TYPE**

Public Institution

### PART 2: REQUESTER DETAILS

**LAST NAME OR SINGLE NAME**

Tavarasa

**FIRST NAME**

Akila

**POSITION**

AA to the Director of PFHO

**STREET ADDRESS**

2800 Rutherford Rd

**APT/UNIT NUMBER**

**CITY/TOWN**

Vaughan

**PROVINCE**

ON

**POSTAL CODE**

L4K2N9

**EMAIL ADDRESS**

akila.tavarasa@vaughan.ca

**TELEPHONE NUMBER**

### PART 3: ALTERNATE CONTACT DETAILS

**LAST NAME OR SINGLE NAME**

**FIRST NAME**

**POSITION**

**STREET ADDRESS**

**APT/UNIT NUMBER**

**CITY/TOWN**

**PROVINCE**

ON

**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)*

National Flower Day on March 21st

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** - Please note additional permits, fees and charges may apply for extended use of the space and other resources.

**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**

**TIME OF DAY PREFERENCE**

**AM (09:00 a.m. – 12:00 p.m.)**

**PM (12:00 p.m. – 4:00 p.m.)**

**ESTIMATED NUMBER OF ATTENDEES**