

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 - Parks, Forestry and Horticulture Operations

ORGANIZATION TYPE

Public Institution

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

Tavarasa

FIRST NAME

Akila

POSITION

AA to the Director

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)*

Arbor Week (April 25 to May 4)

Arbor Week is celebrated in Ontario to promote tree conservation and encourage residents to actively participate in tree planting efforts.

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