

# 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.)**