

City of Hammond
Mayor Thomas McDermott Jr.
Mayoral Proclamation Request Form

Mayor Thomas McDermott Jr. issues proclamations in the City of Hammond at the request of local residents or organizations to recognize the importance of community events, significant achievements by residents, and to acknowledge local, regional, or national events. Mayoral proclamations typically must have a specific connection to Hammond. The Mayor’s Office reserves issues proclamations at its discretion.

SCHEDULING

It is the mayor’s policy to not overlap proclamations; therefore, more than one proclamation cannot be issued on a specific day a specific week or a specific month. All appropriate requests are processed on a first come, first-served basis. After we have received your request and the request and the proclamation calendar, we will notify you if the proclamation has been approved.

PRODUCTION TIME

You must provide at least ten (10) working days for production of approved proclamations

PROCLAMATION LANGUAGE

You must provide draft language for your proclamation. Please provide only 4 or 5 “whereas” statements for your proclamation. The Mayor’s Office reserves the right to edit submitted language. After we have produced a proclamation we will be unable to change it. Please make certain your submissions are accurate.

ORIGINAL PROCLAMATIONS

One signed, original, official proclamation is provided. Proclamations are printed on 8.5” x 14” official paper with the city seal and the mayor’s signature.

PICK-UP

The Mayor’s Office will not mail original proclamations. Please make arrangements to pick-up your signed proclamation before the event.

SUBMITTING THE PROCLAMATION REQUEST FORM

Complete this form starting on the next page in its entirety and return it to the Mayor’s Office one of the three following ways:

- EMAIL: mayor@gohammond.com
- MAIL or HAND-DELIVER: Mayor’s Office, 5925 Calumet Ave, Hammond IN 46320
- FAX: (219)931-0831

QUESTIONS	ANSWERS Type your responses in the boxes below.
DATE REQUEST FORM SUBMITTED TO MAYORS OFFICE	
YOUR NAME	
YOUR PHONE NUMBER YOUR EMAIL ADDRESS	
NAME OF ORGANIZATION OR PERSON MAKING REQUEST	
REASON FOR THIS PROCLAMATION REQUEST	
REQUEST TITLE OF PROCLAMATION EXAMPLES: “Joseph Smith Jr Day” “Hands-Only CPR Day” “Be a Mentor Week”	
DATE OR WEEK OR MONTH ASKING TO BE PROCLAIMED EXAMPLES: Friday, December 15, 2024 Week of December 1-8, 2024 Month of December 2024	
IS THIS ATLEAST 4 WEEKS FROM TODAY’S DATE?	
EVENT WHERE PROCLAMATION WOULD BE READ	
DRAFT LANGUAGE FOR PROCLAMATION Include 4 to 6 draft ‘whereas’ statements to make up the body of the proclamation. Mayoral proclamations are issued by the Hammond mayor, and the Mayor’s Office reserves the right to edit draft proclamation language.	
IF PROCLAMATION IS APPROVED, WHO WOULD PICK IT UP?	
<input type="checkbox"/> By clicking this box, I confirm I have read and understand the included guidelines and [procedures and agree to the terms therein.	

