



City of Omaha
Jim Suttle, Mayor

Office of the Mayor
1819 Farnam Street, Suite 300
Omaha, Nebraska 68183-0300
(402) 444-5000
(402) 444-6059

PROCLAMATION REQUEST FORM

Proclamation for: _____
(What will Mayor Suttle be proclaiming? Example: Downtown Omaha Day)

Proclamation date: _____ Choose one: Day Week Month

Organization requesting proclamation: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone number: _____

Are you requesting that Mayor Suttle present your proclamation at an event? (Choose one): Yes No

Please include any additional information about your request, including event details, if applicable:

Please return this form and a sample proclamation (if applicable) to:

Michael Happ
Office of the Mayor
1819 Farnam Street, Suite 300
Omaha, NE 68183
michael.happ@ci.omaha.ne.us
(402) 444-4547 Phone / (402) 444-6059 Fax

Note: Please allow approximately 10-14 days to process a proclamation request.