



Town of Aurora Proclamation and Flag Raising Request Form

Instructions:

- Proclamations and flag raising requests are to be submitted at least one (1) month prior to the date for which the proclamation and/or flag raising is requested.
- Requests will be reviewed by the Town Clerk for eligibility in accordance with the Town's Proclamation Policy and/or Flag Protocol & Flag Raising Policy.
- The Town Clerk will notify the applicant of the Town's decision in relation to any request received within five (5) business days of the initial request.
- Completed forms may be submitted to the Town Clerk at clerks@aurora.ca, or dropped off or mailed to 100 John West Way, Box 100, Aurora, Ontario L4G 6J1, Attn: Town Clerk.

Request Type:**Date Required:****Duration:****Organization or Community Group Name (Applicant)****Address****Unit No.****Town/City****Postal Code****Contact Name****Business Phone No.****Alternate Phone No.****Email Address****Website****Description of Organization** (mandate and other relevant information)

Description of Event (explanation and purpose)

Please ensure the following information is attached to your application. Applications are considered complete once all required information has been submitted.

Proclamation Requests

The applicant is responsible for ensuring that the request meets the requirements set out in the Proclamation Policy. All proclamation requests must include draft wording for the proclamation. A sample proclamation can be found as Attachment 1 to this form.

Flag Raising Requests

The applicant is responsible for ensuring that the request meets the requirements set out in the Flag Protocol & Flag Raising Policy. All flag raising requests must include a photo or diagram, and dimensions of the flag to be flown. The applicant is required to provide the Town Clerk’s office with the event flag at least two (2) weeks prior to the event date. The applicant is responsible for making arrangements through the Office of the Mayor to request that the Mayor and/or Members of Council attend the flag raising event. Please contact us if there are other facility-related requirements for your event.

I hereby certify that all information contained in this application form is accurate.

X

Applicant

Date of Application

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56. Questions about the collection should be directed to the Office of the Town Clerk, Corporation of the Town of Aurora, 100 John West Way, Aurora, Ontario L4G 6J1, 905-727-3123 ext. 4234.

Attachment 1 to Town of Aurora Proclamation and Flag Raising Request Form

Sample Proclamation:

Whereas: state the cause, event or occasion to be proclaimed – end with “; and”

Whereas: provide a brief summary of your organization – end with “; and”

Whereas: provide a summary of the activities to be carried out during your event – end with “; and”

Whereas: provide a summary of what your organization hopes to achieve with your event – end with a period