



# City of Rohnert Park Recognition Request Form

Submit by e-mail or mail to:

City Manager's Office  
130 Avram Ave, Rohnert Park, CA 94928  
Office Hours: Mon-Fri 8:00am to 5:00pm  
Phone: (707) 588-2223

**Instructions:** Complete request form and submit to the City Manager's Office four (4) weeks in advance of the anticipated City Council meeting or special event.

Today's Date:  Date of preferred City Council meeting or special event:

## 1. Requesting Party's Contact Information

Name of Requestor:

Mailing Address:  City:

State:  ZIP:  Phone #:  Alt. Phone #:

## 2. Recipient Information

Name of individual, group or organization to be recognized:

Name of receiving party (if different than above):

Mailing Address (if different than above):  City:

State:  ZIP:  Phone #:  Alt. Phone #:

Tell us why this individual, group or organization is being recommended for special recognition:

## 3. Recognition Content

Insert recognition content here:

## 4. For Staff Use Only

Approval Date:

**Type:**

- Award
- Certificate
- Proclamation
- Resolution

**Delivery Method:**

- City Council Meeting: \_\_\_\_\_
- Offline