

COMMISSIONERS

NAN WHALEY, MAYOR
DEAN LOVELACE
JOEY D. WILLIAMS
MATT JOSEPH
JEFFREY J. MIMS, JR.



CITY of DAYTON, OHIO
OFFICE OF THE CITY COMMISSION
101 WEST THIRD STREET • P.O. BOX 22 • DAYTON, OHIO 45401
CITY HALL • (937) 333-3636

EXECUTIVE ASSISTANT
TO THE COMMISSION
KERY T. GRAY

CLERK OF COMMISSION
RASHELLA LAVENDER

PROCLAMATION AND GREETING REQUESTS

1. The Mayor issues proclamations designating an honorary day to commemorate major events, conferences, and lifetime achievements. The Mayor and/or Commissioners issues Greetings for birthdays, anniversaries, retirement, special occasions, and other major award designations. The City does not issue a Proclamation and Greeting for the same event.
2. Individuals/organizations requesting a Proclamation and Greeting from the Mayor and City Commission must submit the request at least ten (10) business days in advance of the date the Proclamation/Greeting is to be picked up or mailed from the Office of the City Commission.
3. Due to the large number of requests for Proclamations and Greetings, we ask that you prepare the request using the draft language you want included in the Proclamation or Greeting (please note the attached samples). For Proclamations, WHEREAS clauses give you an opportunity to describe and highlight special attributes, accomplishments, objectives and needs. However, the Mayor and Commissioners reserve the right to modify the language appropriately.
4. We ask individuals/organizations requesting a Proclamation/Greeting to provide the date they would like included on their request. For example, if Jane Smith's 100th birthday is December 15th, 2015, the Mayor or Commissioners will use December 15th, 2015 as the date on the Greeting.
5. Please limit your space to 8-1/2" by 11" paper as shown on the examples. We may have to edit your suggested text to fit on the paper.
6. Since the Mayor and Commissioners affix their signatures to the Proclamations and Greetings, they must have the ability to edit material submitted. Should substantial changes be required, a staff member will call you on the modified changes.
7. After preparation, the appropriate staff member will contact you when it is ready to be picked up.
8. You will be asked to check the Greeting/Proclamation for accuracy when you come to the City Commission Office to pick up your request.

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Date: _____

Reminder: Please provide the exact language you want included in the Proclamation or Greeting.

Contact Name: _____

Address: _____

Phone/Cell Numbers: _____ // _____

Type of Request: _____
(Proclamation/Greeting)

Name of Event: _____

Date of Event: _____

Location of Event: _____

Date Requested by: _____

Remarks:

PROCLAMATION

From the Office of the Mayor The City of Dayton, Ohio

WHEREAS, The City of Dayton is pleased to recognize Jack Dustin, Wright State University Department of Urban Affairs & Geography Chair and Associate Professor; and

WHEREAS, Dr. Dustin is the principal investigator on various projects such as gun violence, community and police relations, strategic planning, government collaboration, and government performance and reform; and

WHEREAS, Dr. Dustin is board trustee for CountyCorp and serves as President of Wright State University's chapter of the Phi Kappa Phi Honorary Society; and

WHEREAS, The City of Dayton and its residents are thankful for Dr. Dustin's leadership in engaging our citizens, improving lives, and strengthening our communities.

NOW, THEREFORE, I, Nan Whaley, Mayor of the City of Dayton, do hereby proclaim May 8, 2015 as

JACK DUSTIN DAY

in Dayton.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Dayton to be affixed this 8th day of May, 2015.



*Nan Whaley
Mayor*

GREETINGS

Nan Whaley
Mayor of the City of Dayton

hereby sends official greetings and congratulations to

John Smith

in recognition of being a

*2015 Outstanding Contributions
to Health Education Honoree*

*Please accept my best wishes
and sincere congratulations on this
outstanding achievement.*

IN TESTIMONY WHEREOF, I HAVE
HEREUNTO SUBSCRIBED MY NAME
AND CAUSED THE GREAT SEAL OF
THE CITY OF DAYTON TO BE
AFFIXED THIS 17TH DAY OF
NOVEMBER, TWO THOUSAND AND
FIFTEEN.



Mayor Whaley
Mayor