

Proclamation, Certificate of Recognition, Presentation Request Form

*All proclamation requests must be submitted **at least three weeks prior** to the desired meeting date.*

Name of Organization _____

Name of Requestor _____

Phone Number _____ Email Address _____

Title of Proclamation, Certificate of Recognition, or Presentation

Proclamation Language, Certificate of Recognition Language, or Presentation Description

(file attachment instructions on page 2)

Preferred Proclamation or Presentation Date or Certificate of Recognition Deadline

Additional Information

Continued on next page...

Proclamation Acceptance

St. Johns County proclamations and presentations occur during Board of County Commission meetings, which typically take place at 9 a.m. on the first and third Tuesday of the month at 500 San Sebastian View. Please provide information regarding the party or parties who will be present at the meeting to accept the proclamation or participate in the presentation.

Name	Phone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attaching Files in Adobe Reader:

1. Click on Comment on the right hand sidebar.
2. Under Annotations, select the paperclip icon. Cursor will change to a push pin.
3. Click on the pdf where you want the file attachment icon.
4. An Add Attachment window will open. Navigate to the file that you want to attach and click OPEN.
5. Select any file attachment properties (optional) and click OK.
6. Your file attachment icon will display on the pdf. Select icon to move to desired location.

Instructions for Submitting Form:

1. Click SUBMIT and you have the choice of opening Outlook or using Webmail (i.e. Google, Yahoo, etc.)
2. An email window with the form as an attachment will be created in the service you choose.
3. If you need to include additional information, send it via the email as an attachment.
4. You can also complete the form, save it to your computer and send as an email attachment to SJCPublicAffairs@sjcfl.us

Additional Methods for Submission:

Fax to: (904) 209-0531

Mail to: Office of Public Affairs, 500 Sebastian View, St. Augustine, FL 32084