SAMPLE PROCLAMATION STRUCTURE

WHEREAS, *this section should provide the introduction, date of the event and the name of the event/individual being recognized*; and

WHEREAS, *each proclamation request should include information for three (3) "WHEREAS' and no more than three lines of details*; and

WHEREAS, *this information can include background, important highlights, and specific details for the event/individual*; and

WHEREAS, *this section also provides information on background, important highlights, and specific details for the event/individual*; and

WHEREAS, *this section serves as the conclusion.*

NOW, THEREFORE, I, ALYIA GASKINS, *Mayor of the City of Alexandria, Virginia, and on behalf of the Alexandria City Council, do hereby recognize Date of Event, 2025, as:*

"*Name of the Event*"

In the City of Alexandria and I call this observance to the attention of all our citizens.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Alexandria to be affixed this 2nd day of November, 2025.*