



Protocol Event Request
(Proclamations, Flag/Banner Raising, Lighting Requests)

For Your Information

SECTION 1

- All requests must be submitted at least four weeks prior to the event date.
Due to the large number of requests received, the City will only consider one type of event recognition (see Section 3).
Once received, all requests will be reviewed by the Office of the City Clerk to ensure eligibility. Eligibility criteria are detailed in the Protocol Policy and the Requests by Outside Organizations/Individuals Procedures.
The Office of the City Clerk shall notify the applicant at least two weeks prior to the event date.

Contact Information

SECTION 2

Organization Name
Website
Address
Contact Name Title
Phone (work) (cell)
Email

Event Description

SECTION 3

Event Name
Start Date End Date
Choose one ONLY:
Type of Event: Proclamation (see Section 4)
Flag Raising (See Section 5)
Banner Raising (see Section 5)
Lighting (see Section 6)
For Flag, Banners, and Lighting (select one only): Day Week

OCC – Protocol Event Request	Office of the City Clerk
Event Description Continued	SECTION 3
For Proclamations (selection one only):	Day Week Month
History and background of event/organization and how this event will be used to benefit the organization and/or cause:	
How does this organization and/or cause align with the vision and values of the City of St. John's?	
Proclamation	SECTION 4
Proclamation Title _____	
Preferred Proclamation Date _____ Alternate Proclamation Date _____	
In addition to this form, please provide suggested wording of no more than 150 words in electronic format (see Proclamation Template for guidance on the structure and content of your proclamation). The wording is subject to review and revision at the sole discretion of the City Clerk.	
All approved proclamations will be posted to the City of St. John's website.	
Flag/Banner Raising	SECTION 5
Name of Flag/Banner _____	
Size of Flag/Banner _____	
Preferred Raising Date _____ Alternate Raising Date _____	
Do you wish to have a ceremony for your flag/banner raising? Yes No	
Note: Photo of flag/banner must be provided with the form (electronic file is acceptable). Flag (complete with toggle) must be no larger than 36" X 72". Depending on scheduling and other considerations, the City reserves the right to approve a flag/banner raising without a ceremony.	

Please list the name(s) and title(s) of individuals who will be attending (Please note that ceremonies must have at least one organization representative in attendance):

Do you wish the Mayor to speak at the ceremony? Yes No

If the Mayor is unavailable, do you wish another member of Council to speak? Yes No

If applicable, detail ceremony details and equipment requirements (e.g., lectern, microphone):

Lighting **SECTION 6**

Please select requested color:

- | | | | | | |
|------|--------|------------|------|--------|--------|
| Blue | Green | Light Blue | Teal | Orange | Yellow |
| Pink | Purple | Magenta | Red | White | |

Preferred Lighting Date _____ Alternate Lighting Date _____

Note: Only one colour may be displayed.

Privacy Notice **SECTION 7**

Collection of personal information via this form is authorized under the Access to Information and Protection of Privacy Act, 2015 and is needed to process your event request form. Questions about the collection and use of the information may be directed to the City Clerk, Office of the City Clerk, by telephone: 709-576-8202 or email: cityclerk@stjohns.ca.

Please send completed form to:
Office of the City Clerk
P.O. Box 908, 10 New Gower Street
St. John's, NL A1C 5M2

Or hand deliver to:
Office of the City Clerk
Fourth Floor, City Hall
Office Hours: 9:00am – 4:30pm
Tel: (709) 576-8207
Email: cityclerkrequests@stjohns.ca