

ST. JOHN'S	OCC – Protocol Event Request	Office of the City Clerk
	Protocol Event Request (Proclamations, Flag/Banner Raising, Lighting Requests)	

For Your Information	SECTION 1
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- All requests must be submitted four weeks prior to the event date.
- Due to the large number of requests received, the City may consider only one type of event recognition per request.
- 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
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Organization Name _____

Website _____

Address _____

Contact Name _____ Title _____

Phone (work) _____ (cell) _____

Email _____

Event Description	SECTION 3
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Event Name _____

Start Date _____ End Date _____

Choose maximum of two. Indicate your preferred option:

Type of Event: Proclamation (see Section 4)

 Flag Raising (See Section 5)

 Banner Raising (see Section 5)

 Lighting (see Section 6)

Event Description Continued

SECTION 3

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 (once a proclamation has been scheduled, the City proclamation template will be provided). 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

For Flag or Banner Raising (select one only): Day Week

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.



NEWFOUNDLAND AND LABRADOR, CANADA

Flag/Banner Raising Continued **SECTION 5**

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 colour (select one only):

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

Preferred Lighting Date _____ Alternate Lighting Date _____

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