

	OCC – Message from the Mayor	Office of The City Clerk
	Message from the Mayor	

Eligibility Criteria	<b>SECTION 1</b>
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Messages from the Mayor may be issued for arts and cultural events, conventions, and trade shows. Messages will only be issued to organizations located in St. John’s or holding events in St. John’s.

For organizations making requests, all requests shall be submitted:

- on an organization’s letterhead
- with details on the organization; and
- the deadline for receiving the document

If an organization does not have an official letterhead, the organization shall provide an email address, along with an official website link or social media account, (e.g., Facebook).

All requests must be submitted at least four weeks prior to the event date.

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.

Contact Information	<b>SECTION 2</b>
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Name of Organization or Individual \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone (work) \_\_\_\_\_ (cell) \_\_\_\_\_

Email \_\_\_\_\_

Website Link/Social Media Account \_\_\_\_\_

Required Documentation Included:                      Letterhead                      Website/Social Media Account

Organization Information	<b>SECTION 3</b>
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Please provide a description of your organization:

Name of Event \_\_\_\_\_

Deadline Date \_\_\_\_\_ Date of Event \_\_\_\_\_

Type of Event:

	Convention	Trade Show
	Festival	Sports Tournament
	Cultural Celebration	Charity Fundraising Gala
	Other (Please Specify) _____	

Please provide any additional information about the event:

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 request for a message from the Mayor. 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](mailto:cityclerk@stjohns.ca)

<p><b>Please send completed form to:</b>  Office of the City Clerk  P.O. Box 908, 10 New Gower Street  St. John's, NL A1C 5M2</p>	<p><b>Or hand deliver to:</b>  Office of the City Clerk  Fourth Floor, City Hall  Office Hours: 9:00am – 4:30pm  Tel: (709) 576-8207  Email: <a href="mailto:cityclerkrequests@stjohns.ca">cityclerkrequests@stjohns.ca</a></p>
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