

	OCC – Protocol Event Request	Office of the City Clerk
	Protocol Event Request (Proclamations, Flag/Banner Raising, Lighting Requests)	
For Your Information		SECTION 1
- 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
Organization Name _____ Website _____ Address _____ Contact Name _____ Title _____ Phone (work) _____ (cell) _____ Email _____		
Event Description		SECTION 3
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)		

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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.	

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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(s) (current options below): <table style="width: 100%; text-align: center; margin-top: 10px;"> <tr> <td>Blue</td> <td>Green</td> <td>Light Blue</td> <td>Teal</td> <td>Orange</td> <td>Yellow</td> </tr> <tr> <td>Pink</td> <td>Purple</td> <td>Magenta</td> <td>Red</td> <td>White</td> <td></td> </tr> </table> Preferred Lighting Date _____ Alternate Lighting Date _____		Blue	Green	Light Blue	Teal	Orange	Yellow	Pink	Purple	Magenta	Red	White	
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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.													
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Please send completed form to: Office of the City Clerk P.O. Box 908, 10 New Gower Street St. John's, NL A1C 5M2 </td> <td style="width: 50%; vertical-align: top;"> 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 </td> </tr> </table>		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										
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