



Town of Swansboro Recognition Request Form

Form must be completed and returned 30 days prior to date of recognition to the Town Clerk at afender@ci.swansboro.nc.us or 601 W. Corbett Avenue Swansboro, NC 28584.

Requestor's Name _____

Requestor's Address _____

Requestor's Telephone and Email _____

Person/Organization to be Honored _____

Event Title _____

Event Date, Time & Location _____

Type of Honor Requested Proclamation _____ Certificate _____ Letter _____ Resolution _____

Provide detailed reason for request including a list of accomplishments and how the individual/organization benefits the quality of life in the Town of Swansboro. For proclamations include 4-6 "whereas" clauses that detail the recognition.

The Town of Swansboro reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary.