

# PROCLAMATION

Presented to  
(Organization/Agency/Person)

**WHEREAS:** (*WHO* - What individual, organization, or event is being honored; for what?); and

**WHEREAS:** (*WHAT* - What endeavors/contributions have been made on behalf of which specific community or benefit group?); and

**WHEREAS:** (*WHY* - Why is this effort/achievement significant to the residents of Hayward?); and

**WHEREAS:** (*HOW/WHEN/WHERE* - Why is recognition being extended, and on what occasion):

**Now, Therefore, I,** Barbara Halliday, Mayor of the City of Hayward, do hereby proclaim (DATE day/month/week) as:

**(Name or Title of Proclamation)**

in the City of Hayward, and urge its recognition, participation, and support by all residents.

**IN WITNESS WHEREOF, I** hereunto set my hand and cause the Seal of the City of Hayward to be affixed this xx<sup>th</sup> day of XXXX, 2016.

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Mayor Barbara Halliday