



## Flag Raising Event Reservation Form

\*Complete form and submit to the City Clerk's Office\*

### Event Details *(to be filled out by the requester please fill all information)*

<b>Date of Event:</b>		<b>Time of Event:</b>		<b>Number of Participants:</b>	
<b>Location of Event:</b>					
<b>Name of Sponsoring Group:</b>					
<b>Person Responsible for Event, Email &amp; Phone Number:</b>					
<b>Specific Description of Event:</b>					
<b>Are you a City Resident?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO				

### Mayor's Invitation *(to be filled out by the Mayor's Office)*

<b>Amount of time Mayor will speak</b>	
<b>Topic of Speech:</b>	
<b>Proclamation OR Citation:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Press Present:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Elected Officials Present:</b>	
<b>Name of Person from the Mayor's Office who will cover in the Mayor's absence:</b>	
<b>Person from the City of Bridgeport that will be at the event before the Mayor to Greet the Person (s):</b>	

### City Clerk's Office *(to be filled out by the City Clerk's Office)*

<b>City Clerk's Staff Member Requesting:</b>	
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Request has Been:     Approved                       Denied                      Date: \_\_\_\_\_

Notification:             City Hall Custodians

**Date of Request:** \_\_\_\_\_      **Approved By (Dept. Head):** \_\_\_\_\_