

## Request for Commendations and Proclamations

Mayor Fuller is happy to consider requests to honor Newton residents or businesses. You can make online requests for commendations and proclamations.

All requests should be made at least 21 days in advance if at all possible.

Requests are reviewed on a case-by-case basis.

### Recognition Request Information

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship to the person being honored: \_\_\_\_\_

Date document is needed: \_\_\_\_\_

### Please Provide Relevant Background Information:

Full name of recipient and nickname: \_\_\_\_\_

Work history: positions held, timeframes, contributions at those jobs: \_\_\_\_\_

Educational background: \_\_\_\_\_

Family history: parents, spouse, children and their relationship to Newton, if known: \_\_\_\_\_

Relationship to Newton: \_\_\_\_\_

Born in Newton?      Educated in Newton?      Raised a family in Newton?

The Village currently living in? \_\_\_\_\_

Community involvement, extraordinary services to Newton or other community, and notable accomplishments: \_\_\_\_\_

Description of the wonderful personal attributes of the person: \_\_\_\_\_

Anecdotes you can share: \_\_\_\_\_

Type of Recognition: \_\_\_\_\_

Date to appear on the document: \_\_\_\_\_

Additional information: \_\_\_\_\_

Pick up from Newton City Hall (1000 Commonwealth Avenue, Mayor's Office, 2<sup>nd</sup> Floor) or mailed: Mailing address: \_\_\_\_\_

Please email completed forms to Amalia Timbers. Please allow 3 working days for process and review. Have Questions? Please email Amalia Timbers, Resident Assistant Officer at

[atimbers@newtonma.gov](mailto:atimbers@newtonma.gov)