



# CITY OF LOS ALAMITOS CEREMONIAL AWARD REQUEST

City Clerk's Office  
3191 Katella Ave., Los Alamitos, CA 90720  
Email: [cityclerk@cityoflosalamitos.org](mailto:cityclerk@cityoflosalamitos.org)

Type of Award:  Certificate of Recognition  Proclamation  Commendation  
Presentation:  Framed  Blue Folder  City Logo Folder  
(Final award type and frame/jacket will be determined by the City Clerk's office)

## REQUESTOR (Department/Person Submitting the request):

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## HONOREE

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Reason/Event: \_\_\_\_\_

## DETAILS

Award Presentation Date: \_\_\_\_\_

Who will coordinate with Honoree for attendance:  Requestor  City Clerk Staff

Will the award be presented during a Council meeting?  Yes  No

Who will present the award:  Mayor  Staff: \_\_\_\_\_

When not presented at a Council meeting, where will the completed award go:

Contact the Requestor for pick up  Provide to: \_\_\_\_\_  Mail

Please provide name, history, and facts for the honoree. Include samples and websites when available:  
(Attach additional sheets if needed)

---

---

---

---

---

---

---

---

Completed requests for awards shall be submitted 30 days before the presentation date. All awards produced by the City Clerk's Office are signed by the Mayor. Include multiple certificate recipients on one form.  
Email completed forms and/or question to, the City Clerk's Office at [cityclerk@cityoflosalamitos.org](mailto:cityclerk@cityoflosalamitos.org)