



## Commissioner Adrian Garcia

Harris County Precinct Two  
1001 Preston, Suite 924 • Houston, TX 77002 • Tel: 713.755.6220 • Fax: 713.755.8810

**Please note:** This form serves as a request for a Proclamation and ten (10) business days are required prior to the date the Proclamation is issued. Harris County Precinct 2 reserves the right to approve or deny a request and retains full editing rights. There is no guarantee, implied or otherwise, that all information provided will be utilized. We make all attempts possible to honor requests. Please fill out all information below.

**Requestor Name**

**Requestor Phone Number**

**Requestor Email**

**Name/ Title on Ceremonial Document**

**Date to Be Listed on Ceremonial Document**

**Requested Due Date**

I am requesting an in-person presentation of the ceremonial document by a Precinct 2 staff member **(Y/N)\***

\*Please note: in-person presentations may not be accommodated; it is also not guaranteed that Commissioner Garcia will be the presenter

### **Presentation Information (Date, location, and a brief summary of event)**

*Please note: a 15-minute timeframe is required for the presentation of the document*

**In 300 words or less, describe the essential aspects of the organization, event, or honored individual(s). Please include, for example, statements of historic, academic, and/or social significance. Pre-drafted submissions are welcome.**

**Please include, to the greatest extent possible, any links to websites, articles, or other sources where information regarding the organization, event, or honored individual(s) might be found.**

Please submit completed form to:

[ceremonial@pct2.hctx.net](mailto:ceremonial@pct2.hctx.net)

Bay Area Annex #10 • 16603 Buccaneer Lane, Suite 100 • Houston, TX 77062 • Tel: 281.488.4678 • Fax: 281.286.7450

Clint F. Greenwood Annex #8 • 701 W. Baker Road, Suite 104 • Baytown, TX 77521 • Tel: 713.274.2250 • Fax: 281.428.2692

Jim Fonteno Annex #26 • 14350 Wallisville Road • Houston, TX 77049 • Tel: 713.455.8104 • Fax: 713.455.4602

John Phelps Annex #4 • 101 S. Richey, Suite F • Pasadena, TX 77506 • Tel: 713.274.2150 • Fax: 713.274.2167

Kyle Chapman Annex #25 • 7330 Spencer Hwy. • Pasadena, TX 77505 • Tel: 713.479.7770 • Fax: 832.927.0088

Raul C. Martinez Annex #9 • 1001 S. Sgt. Macario Garcia Dr., Suite 102 • Houston, TX 77011 • Tel: 713.924.3975 • Fax: 713.924.3971