

\*Required

## ***Recognition Request Form***

Please fill out the following information and send it to the Mayor's Office.

**Send to:** Office of the Mayor, City Hall, 229 Main Street, Nashua, NH 03061-2019

**\*Name of Person or Organization to be honored:**

**\*Reason for Honor:**

Examples: Anniversary, 100<sup>th</sup> birthday, retirement, scholastic or athletic achievement, community service, eagle scout, a special week or volunteerism.

**\*Date you need Recognition to be ready (please allow at least one week):**

**Contact information of person requesting the Recognition:**

\*Contact person's name:

\*Mailing address:

\*Phone number:

\*E-mail address:

**Please give us detailed information about this person or event:**

\*Required: a paragraph describing the specific accomplishment to be honored:

Helpful: news article, letter of commendation or resume (if appropriate)

**Form of delivery:**

\*Would you prefer to pick up your Recognition or have it mailed?  
(please note: pick up ensures less damage)