



Town of Amherstburg
Request for Plaques/Certificates

Name of Individual(s)/Organizations to receive recognition (as it is to appear):

Reason for Recognition:

Birthday: _____ **Age:** _____ **Date:** _____

Anniversary: _____ **Years:** _____ **Date:** _____

Details of Celebration (if Mayor is requested to present the certificate):

Date: _____ **Location:** _____

Time of Event: _____ **Time of Presentation:** _____

Is this a Surprise: YES _____ NO _____

Individual/Organization making request:

Name/Address: _____ **Phone#:** _____

Date Requested: _____ **Email:** _____

Please forward all written request to: **Viktorya Paller – vpaller@amherstburg.ca**
Town of Amherstburg – 271 Sandwich Street South, Amherstburg, ON N9V 2A5
Phone: 519-736-0012 ext. 2227 Fax: 519-736-5403

Please Note: Two weeks' notice is required for Plaque/Certificate request.
The Mayor makes every effort to present the Certificate/Plaque if requested at
the celebration, however scheduling conflicts may occur.