

CITY HALL ILLUMINATION REQUEST FORM

PART 1: ORGANIZATION DETAILS

ORGANIZATION NAME

ORGANIZATION TYPE

PART 2: REQUESTER DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

STREET ADDRESS

APT/UNIT NUMBER

CITY/TOWN

PROVINCE

POSTAL CODE

EMAIL ADDRESS

TELEPHONE NUMBER

PART 3: ALTERNATE CONTACT DETAILS

LAST NAME OR SINGLE NAME

FIRST NAME

STREET ADDRESS

APT/UNIT NUMBER

CITY/TOWN

PROVINCE

POSTAL CODE

EMAIL ADDRESS

TELEPHONE NUMBER

PART 4: ILLUMINATION REQUEST DETAILS

CAUSE/EVENT/COMMEMORATION TO BE RECOGNIZED

DATE FOR ILLUMINATION

COLOURS AND SEQUENCE (*Please provide name and/or RGB colour code in the order you wish them to be displayed. Please note that there are a total of either (8) LED light pods available.*)

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M.56, and will be used for the purpose of processing requests to conduct illuminations at Vaughan City Hall. Questions about this collection of personal information should be directed to the Office of the City Clerk, City of Vaughan, 2141 Major Mackenzie Drive, Vaughan, Ontario, L6A 1T1, 905-832-8504.

CITY HALL ILLUMINATION REQUEST FORM

INSTRUCTIONS FOR COMPLETING THIS FORM

PART 1: ORGANIZATION DETAILS

- Please provide your organization's full official name.
- Select the most appropriate type from the options provided.

PART 2: REQUESTOR DETAILS

- Identify the primary contact for this request on behalf of the organization identified in Part 1.

PART 3: ALTERNATE CONTACT DETAILS

- Please make sure to identify an alternate contact to ensure staff can reach a representative of your organization if the primary contact is unavailable on short notice.

PART 4: ILLUMINATION REQUEST DETAILS

- Identify the occasion being recognized by this proclamation, i.e. national day, independence day, awareness month.
- Please select the date for the illumination. If there is a conflict with an existing and approved request, you may be asked to provide an alternate date for illumination.
- Please identify the colours you wish to have illuminated on the date. If you know the RGB colour codes for the colours you are including in your request, you may note them here. If you do not know the code, City of Vaughan staff will attempt to match as closely as possible with the colours you have named in this request form.