



**EXECUTIVE CHAMBERS**  
HONOLULU

## REQUEST FORM FOR MESSAGES, COMMENDATIONS, PROCLAMATIONS

Aloha! Thank you for your interest in a message from Governor Linda Lingle.

**All requests must be submitted a minimum of four weeks prior to your due date. Due to the high volume of requests received daily, any request submitted less than four weeks prior to your due date may be delayed. All requests are subject to approval by the Office of Constituent Services.**

### Requestor Details:

- Requestor name: \_\_\_\_\_ Title: \_\_\_\_\_
- Organization: \_\_\_\_\_ State Department/Division: \_\_\_\_\_
- Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_
- E-mail address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

### Message Details:

- Date request submitted: \_\_\_\_\_ Due date needed by: \_\_\_\_\_ Event date: \_\_\_\_\_
- Type of message (check one)
  - \_\_\_ Commendation for \_\_\_\_\_ (name of individual and/or organization)
  - \_\_\_ Governor's Message in \_\_\_\_\_ (name of publication)
  - \_\_\_ Proclamation \_\_\_\_\_ (name of event, occasion, or individual; designates a Day, Week or Month)
  - \_\_\_ Other (retirement, birthday, anniversary, condolence, Eagle Scout)
- Please include a biography of the individual and/or a detailed description of the organization or event.
- We also welcome any drafts of the message to assist us in writing the document.

**We want to make your message special and unique. In this area, please provide two or three "little known" or significant details about the individual, organization and/or event. Attach an additional sheet if necessary.**