

How to Get a Proclamation Accomplished

1. **What is a proclamation?** It is an official announcement made by a city official or person of authority.
2. **What is a proclamation important?** A proclamation announces a significant day or event. When a proclamation is issued, it allows for a level of importance to the event.
3. **Who is involved?** The person that is requesting the event will notify the city official's office and will provide details of the event or person being recognized. First point of contact is usually a staff member of the city official. Most city websites have a request form on their website.
4. Contact local city headquarters or Mayor's office. Each office has their own process. They generally want the wording provided to them such as details of why it is important and statistics if applicable.
5. Most cities will present at a city meeting or will be mailed to you. Ask the city official's secretary how they want to give to you. The proclamation can often be read and presented at council meetings. Typically, they cannot be emailed. The proclamation is usually on fancy paper with a city seal.

STOP
THE BLEED