

# How to Request a Proclamation

## What is a Proclamation?

A **Proclamation** is an official declaration made by a government official to bring attention to a specific issue or event.



## Choose a Government Office

- Do you need a proclamation from your **city, county, or state**?
- Look up their website and find the proclamation request guidelines
  - Can be found under “Ceremonial” or “Forms”
  - If you can’t find it, contact the office directly



## Draft Your Proclamation\*

A template is provided in this tool kit for your convenience.



## Submit Your Request

- Follow your city/county/state specific guidelines
- Typically, you will need the following:
  - Draft of the proclamation
  - Purpose of the proclamation
  - Date the proclamation is needed
  - A brief history of your organization
  - Contact Information



## TIPS:

- Some officials may require the proclamation several weeks ahead of a meeting
- Check the office’s session schedule and follow up as needed
- Contact the office to confirm the receipt and status of your request

Simplified from this website:

<https://guideinc.org/2014/09/08/how-to-request-a-proclamation>