



## *Guidelines for Proclamations*

Proclamations are ceremonial documents signed by the Mayor and issued for:

- Extraordinary achievements by Village residents or businesses
- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors (on the recommendation of the Mayor)

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction.
- Events or organizations with no direct relationship to the Village of Golf Manor.
- Campaigns or events contrary to Village policies.

### **Guidelines**

- The Mayor reserves the right to modify or deny any proclamation request.
- Request must be made by a Village resident or a business based in the Village.
- An organization may request only one proclamation annually.
- More than one cause/event may be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A Certificate of Recognition or congratulatory letter is an alternative where proclamation criteria are not met.

### **How should a proclamation request be made?**

All requests must be made by contacting the Mayor or Village Administrator at [info@golfmanoroh.gov](mailto:info@golfmanoroh.gov) or by calling 513-531-7491 at least 10 business days in advance of the date the document is needed. The exception to this rule is condolence requests -- these should be made as soon as possible after a person's passing.

### **What must the request include?**

- Contact person's first and last name, address, and telephone number.
- A brief summary and/or background of the event or organization.
- The name and date(s) of the day, week, month or event requested to be proclaimed.
- Draft text for the proclamation, including 4-6 "whereas" clauses (see template).
- An indication of whether the proclamation should be mailed, picked up, or if a request for presentation by the Mayor is requested and the date.
- A date when the proclamation is needed.
- All questions may be directed to the Mayor's office at 513-531-7491.

