

## Celebratory Documents

### **How do we define a Proclamation for the City of Burleson?**

Celebratory Document issued by the City through the Mayor and City Council in the form of a formal declaration = Proclamation

- Intended to honor or celebrate special events, significant issues or increase awareness of a program that are rooted in or held by city of Burleson residents or organizations
- Honor a person or people that are making a difference in the City of Burleson
- Traditionally recognized "Day", "Week", or "Month", these can be nationally, specific to Texas, or an organization/department

Other celebratory documents in lieu of a proclamation = Certificates of Recognition or letter of Recognition

- Significant birthdays, anniversaries, celebrations, events, accomplishments, achievements, or contributions
- Contributions to the community or organizations
- At the request of staff or Burleson residents/organizations

### **What criteria does the council want to consider? If any?**

- A resident of the City of Burleson
- A Burleson based organization
- A former resident of the City of Burleson
- Special event or days that promote the city or are historically significant
- Increase awareness of programs and people that make Burleson special
- Staff initiated

### **Are there any events or request that will not be considered?**

- Birthdays less than 100 years
- Wedding anniversaries or business anniversaries
- Business endorsements/advertisement of individuals or for profit business
- Family/class reunions
- Retirements (that are not city of Burleson employee), groundbreakings/business openings
- National or international groups requesting a proclamation without an in-city sponsor
- Matters of political, ideological, religious, controversy, or individual convictions

### **To make sure we are fair and equitable in the process:**

- All requests must be made via the City of Burleson forms portal
- All requests must be made 30 days in advance
- Proclamations will be distributed in one of the following ways:
  - At a city council meeting
  - At a community event
  - Picked up from the CSO
  - Mailed to requestor

### **To properly create a request must contain**

- Title of what is proclaimed/event
- Date of the event or proclamation,
- At least 4 facts to be used in the creation
- Name, telephone number, or email of requestor

- If requestor would like proclamation presented at a council meeting or mailed. If mailed requestor must provide mailing address

**To help make determinations staff may:**

- review and consider on a case-by-case basis
- edit provided language and rewritten portions at the discretion of the City staff
- City reserves the right to deny any request for any proclamations or certificate
- In lieu of issuing a proclamation issue a certificate of recognition or letter of recognition
- Review the calendar and make arrangements for presentations outside of council meetings as is appropriate