



CITY OF DRIPPING SPRINGS PROCLAMATION POLICY

Proclamation

A proclamation is an 8.5 by 14 inch official document on special stationary that is issued for the purpose of recognizing the following occasions:

- Civic celebrations
- Organizations and individuals who have made a significant contribution to the City
- National or state groups hosting events within the City of Dripping Springs with an in-city sponsor
- Significant events or anniversaries of Dripping Springs-based institutions, businesses, and organizations
- Significant school, city, and county events

Proclamation requests will not be considered for:

- Events, individuals, or organizations with no direct relationship to the City of Dripping Springs
- Campaigns or events contrary to City policies

Policy

The City of Dripping Springs desires to adopt a policy for that purpose and to prescribe guidelines and procedures for the scheduling and management of proclamations made on behalf of the City of Dripping Springs.

The City of Dripping Springs will issue proclamations at no charge to recognize or increase awareness of an event, person, group, issue, achievement, or any other occasion within Dripping Springs.

Groups or citizens seeking proclamations year after year must provide new information for the proclamation. Individuals who request the same proclamation year after year with only date changes will not be issued new proclamations.

Procedure

A request for a proclamation must be made in writing to the City Secretary's Office at least 30 days prior to the date that will be proclaimed or the date the document will be presented. Each

request must be accompanied by the name and telephone number of a person who can answer additional questions about the proposed proclamation.

Individuals or groups seeking a proclamation must accompany the request with draft language and provide it to the City Secretary's Office for formatting including the specific title of what will be proclaimed and the date of the proclamation. The City Secretary will reach out to the requestor to discuss any potential substantive changes.

The Mayor of Dripping Springs will make the final decision on whether a proclamation is issued or not. Proclamations are issued administratively through the City Secretary's office. No proclamations are issued to non-residents or for a non-Dripping Springs event unless specifically approved by the Mayor of Dripping Springs.

All proclamations must be picked up at the City Secretary's Office unless prior arrangements are made.

The original proclamation will be presented to the citizen who requested it at no cost. A \$20 administrative fee will be charged for each additional copy of the proclamation that is requested.