

Proclamation Issuance Guidelines & Request Form

Proclamations issued by the Mayor's Office ideally provide an opportunity for the Mayor to recognize exceptional events and people when he cannot acknowledge them in person. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of Seattle citizens and non-profit organizations, honor occasions of importance and significance to Seattleites, and increase public awareness of issues to improve the well being of the people of this city.

Proclamation Policy

1. We ask that requests be submitted on the official request form 30 days prior to the due date.
2. All requests should clearly include the name, address and telephone number of the person making the request, as well as to who and where the document should be addressed and mailed (if different from the requester).
3. Requests should include draft language and background information about an exceptional event and sponsoring organization that could be used to prepare the proclamation.
4. Only one proclamation can be issued per year per organization.
5. Each renewal request will be reviewed on a case-by-case basis.
6. We are unable to accommodate proclamations for out-of-city events or for-profit causes.
7. We ask that National or International groups requesting proclamations must have an in-city sponsor.
8. Proclamations ideally reflect, but are not limited to, the focus of the Mayor's administration:
 - 8.1. Neighborhoods
 - 8.2. Transportation
 - 8.3. Public Safety

Submission of a proclamation request does not guarantee issuance. Due to the volume of submissions received, we cannot grant every request. However, we want to recognize and honor your organization's outstanding contributions, commitment, and excellence to our community.

Greetings/Other Recognition

Greetings from the Mayor or other forms of recognition can be issued when a proclamation request doesn't meet guidelines. Greetings and/or other recognition shall be used to honor special events or individuals within the City of Seattle. These may include conventions, community celebrations, award ceremonies, college graduations, etc. The Mayor also strongly encourages personal achievement and wishes to showcase significant milestones in the lives of Seattle residents. We ask that recognitions please be submitted **fourteen business days prior to due date**, to be issued to Seattle residents.

Please fill out this form and e-mail it to the correspondence manager, cecilia.sorci@seattle.gov. If you have draft language, please include it as an attachment or paste it into the body of the e-mail.

You may also fax it to us at (206) 684-5360.

Thank You!

Date(s) of Proclamation _____

Date needed by (we are unable to guarantee completion without two weeks advanced notice) _____

Name of requestor & organization

Requestor's complete address, phone number, & email

Please provide mailing address for the proclamation (if different from above)

Proclaiming a Day, Week, or Month? (circle one)

Reissue Request from Previous Year(s)? Yes No (circle one) **Date(s)** _____

Draft Language included? Yes No (circle one) **Number of Pages** _____

Please briefly describe your group, organization, or cause:

Please briefly describe the purpose(s) you would like a proclamation to serve, or the message that you would like to convey:

Will you be submitting the proclamation to any publication(s)? Yes No (circle one)

Name of Publication(s):

Please briefly describe display/distribution plans for this proclamation:
