



## Why should I request a proclamation?

A proclamation is an official document issued by a government official to commemorate a specific time period (ex. day, week, or month) with the goal of honoring and celebrating events or increasing awareness of noteworthy issues among citizens.

## How to:

Contact the State or Local Government Office - Governors, county executives, mayors, state legislatures, municipalities, counties, cities or towns can issue proclamations. Links to each state's proclamation guidelines can be found [here](#). For other municipalities such as cities/towns, go to their website and search for the term "proclamation."

- Include a few sentences about why it is important to you - share your story!
- Attach a Draft Proclamation (download samples [here](#))
- Allow enough time - we suggest sending your request at least a month in advance

## Take it to the next level!

A proclamation is an effective tool for gaining public recognition of your event because it carries the full support of a key government official in your state or community (see [Fundraising](#)). Pitch a story to your local paper or media outlets (see [Media Coverage](#)).