

City of El Reno
Office of the Mayor

Municipal Building – City Hall
PO Drawer 700 or 101 N. Choctaw
El Reno, OK 73036

PROCLAMATION REQUEST

Name: _____

Address: _____

State: _____

City: _____

Zip Code: _____

Telephone No.: _____

Alt. Telephone No.: _____

E-Mail Address: _____

Organization: _____

PROCLAMATION INFORMATION

Proclamation Date(s) _____

Request Proclamation for a:

____ Day
____ Week
____ Month

Is this a request to reissue a proclamation from a previous date?

____ No
____ Yes

Is so, what was the date of the Proclamation? ____ / ____ / ____

Delivery of the Proclamation: **Please Mail** ____ **I will pick up** ____
(You will be notified when the Proclamation is available for Pick-Up)

Briefly describe the purpose the proclamation would serve or the message you wish to convey:

Briefly describe how this proclamation will be used, distributed or displayed:

Requests must include draft language and/or background information that will be used to prepare the proclamation. Please submit all necessary information with this form.

SUGGESTED PROCLAMATION LANGUAGE:

WHEREAS,

WHEREAS,

WHEREAS,

WHEREAS,

NOW THEREFORE, BE IT RESOLVED, that I, _____, by the powers vested in me as Mayor of the City of El Reno, Oklahoma and all its Citizens, do hereby proclaim it to be

“NAME”

in the City of El Reno, Oklahoma, and urge all of our citizens to be supportive of this event.

DATE: _____

Requestor Signature: _____

PROCLAMATION REQUEST:

Proclamation issued by the Mayor's Office provided an opportunity for the Mayor to recognize exceptional events and people within the City of El Reno.

They are issued for:

Civic celebrations; Organizations and individuals celebrating significant event or contribution to society; Public awareness; Charitable fundraising campaigns; Arts and cultural celebrations; Special honors (*on the recommendation of the Mayor*).

Proclamation 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 City of El Reno, Campaigns or events contrary to City policies.

To request a proclamation, please read the Proclamation Guidelines below and then submit a Proclamation Request Form at least 10 business days in advance of the date the document is needed.

Proclamation Guidelines:

1. All requests must be made in writing. Requests can be mailed, e-mailed, faxed or hand-delivered. If not hand delivered, please call to verify receipt by our office. Due to the large volume of requests, we cannot honor phone requests.
2. All requests must include the name, address and phone number of the person making the request.
3. Requests must include draft language and/or background information that will be used to prepare the proclamation.
4. Include a brief summary and/or background of the event, organization or individual(s).
5. Provide the nature and date(s) of the day, week, month or event to be proclaimed. (*Proclamations recognize a day, week, month or year. Proclamations are issued for one date only*).
6. An indication of whether the proclamation should be mailed or will be picked up and the date proclamation is needed.
7. Only one proclamation can be issued per year per organization or individual.
8. We are unable to accommodate proclamation requests for out-of-city events or for-profit causes.
9. National or International groups requesting proclamations must have an in-city sponsor.
10. The issuance of a proclamation does not constitute an endorsement by the Mayor.
11. No Proclamation may be used as a part of an advertisement or commercial promotion without express permission from the Mayor's Office.
12. The mayor's Office reserves the right to modify or deny any proclamation request.
13. More than one cause can be proclaimed simultaneously; an organization does not have exclusive rights to the day, week, or month of their proclamation.