



Proclamation Issuance Guidelines

Proclamations issued by the City Council ideally provide an opportunity for the Council to recognize exceptional events and people. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of community members and non-profit organizations that serve Yakima, honor occasions of importance and significance, and increase public awareness of issues to improve the well being of the people of this city.

Submitting a Request for a Proclamation:

Requests for proclamations are submitted to the Council's Office. Requests should include the following information:

1. Requests need to be submitted 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). If the proclamation is to be read and presented at a Council meeting, please provide the name of the person accepting the proclamation at least two days prior to the meeting.
3. Draft sample or model proclamation language.
4. Requests should include background information of the individual or organizations connection to the City of Yakima.
5. Whether the proclamation has been issued by the City in previous years. Requests must be made each year; requests are not annually renewed.
6. The City is unable to accommodate proclamations for out-of-city events or for-profit causes.
7. The City asks that National or International groups requesting proclamations must have an in-city sponsor.

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.

Proclamation Issuance Guidelines:

Proclamations are to be utilized exclusively for ceremonial and recognition purposes. They are not to have policy implications or suggest an official City position on a cause or occasion. The

City does not generally provide publicity (e.g., press releases) regarding the proclamations issuance; this is the responsibility of the requesting organization. However, the City will publicize the proclamation on occasion as it sees fit.

Proclamations deemed to be requested for the following purposes will not be issued:

- a. Matters of political controversy
- b. Individuals/organizations seeking political or commercial endorsement
- c. Religious events or matters of religious nature
- d. Individuals/organizations with no direct relationship to the City of Yakima
- e. Events contrary to City policies

The City reserves the right to approve or deny requests and to make any edits to sample or model proclamation language provided to the City.

Greetings/Other Recognition:

Greetings from the Mayor/Council 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 in Yakima. These may include conventions, community celebrations, award ceremonies, college graduations, etc. The Mayor/Council also strongly encourage personal achievement and wish to showcase significant milestones in the lives of Yakima residents. The City asks that recognitions please be submitted 30 days prior to due date.

Please e-mail requests to ccouncil2@yakimawa.gov. If you have draft language, please include it as an attachment or paste it into the body of the e-mail.

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: