

# REQUEST A PROCLAMATION

Send completed copy to: [mayor@cityofpinebluff-ar.org](mailto:mayor@cityofpinebluff-ar.org)

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Mayor Shirley M. Washington, welcomes the opportunity to recognize exceptional individuals, groups and events within the City and County of Pine Bluff. Proclamations from the city are issued by the Mayor to honor, celebrate, or create awareness of an event, milestone, or achievement and, in rare cases, individuals of interest to the broader community. They can be issued for one day, week, or month. These public service documents are not legally binding nor do they constitute an endorsement by the Mayor.

All requests for proclamations must be submitted in writing at least fifteen (15) days prior to the date needed. The Mayor's Office reserves the right to modify or deny any proclamation request. An organization does not have exclusive rights to one day, week or month of their proclamation and proclamations issued in previous years will not be automatically re-issued. A new request must be submitted and approved.

A Mayoral letter is an alternative acknowledgment for occasions that do meet the proclamation criteria. See Request for Mayoral letters, if you are seeking recognition of:

- Family or Class Reunions
- Organization Milestones or Anniversaries (in 5 year increments)
- Wedding anniversaries for 50 years + (in 5 year increments)
- Birthday Celebrations (except Birthdays — see proclamations)
- Deceased Individuals
- Recreational Events
- Conferences and conventions
- Welcoming Guests
- Annual Events and Celebrations
- Letters of support

All requests for letters must be submitted in writing at least fifteen (15) days prior to the date needed. The Mayor's Office reserves the right to modify or deny any letter request.

Letters will be issued in PDF form and may be published on your organization's website or social media.

What can letters be issued for?

Who can make a letter request?

What will letters not be issued for?

Matters of political, ideological, or religious controversy, or individual convictions.

Events or organizations with no locally-based chapters or direct relationship to the City and County of Denver.

Fundraising campaigns (other than charitable campaigns).

Campaigns or events contrary to city policies.

Advertisement or commercial promotions.

A Mayoral proclamation is an alternative where letter criteria are not met. See Request for Mayoral proclamations, if you are seeking recognition of:

- Significant contributions and service to the community
- Organization, business or group milestones and significant anniversaries
- Cultural or historical occasions
- Charitable fundraising efforts, Centennial (100th) birthdays
- Wedding anniversaries for 50 years + (in 5 year increments)

Request a proclamation by filling out the form below

Subject:

Individual/Group/Organization Being Recognized/Honored:

Information about the individual/Group/Organization being honored:

Suggested language - Please provide the exact language that you would like to be included in the actual document; please limit to 6 Whereas Clauses of no more than 275 characters each. (Please note the suggested text is subject to modification.)

Whereas 1

Whereas 2

Whereas 3

Whereas 4

Whereas b

Whereas 6

Dates of the day(s)/week/month being proclaimed: \*

Date the proclamation is needed by: \*

Name of individual making the request: \*

Telephone:\*

Email: \*

If you would like us to mail your letter, when it is ready, please provide your mailing address. Otherwise, we will notify you when it is ready and you can retrieve it from the Mayors Office at 200 E. 8<sup>th</sup> Street, Ste 201 in the City Hall Building.

Mailing Address

City

State

Zip Code

Has this proclamation been provided in previous years to your knowledge? \* Yes ( ) No ( )

# REQUEST A LETTER

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Mayor Shirley M. Washington welcomes the opportunity to recognize exceptional individuals and events within the City and County of Pine Bluff. Letters from the city are issued by the Mayor to recognize significant occurrences and individuals in the community. These public service documents are not legally binding nor do they constitute an endorsement by the Mayor.