

## **PROCLAMATION GUIDELINES**

The Mayor is pleased to issue officiation proclamations/recognitions from the City of Chattanooga to honor or recognize a person or an event that reflects special occasions or outstanding accomplishments in the lives of Chattanooga residents. The Mayor's issuance of a proclamation/recognition does not constitute an endorsement.

- Requests must include several (5-8) short one or two-sentence paragraphs about important things the organization/individual has done throughout its history, highlights, facts, etc., and why this day should be proclaimed.
- Requests must be submitted three weeks (21 business days) prior to the due date.
- Maximum one proclamation yearly per requester or event.

Proclamations will not be issued for any matter with potential political controversy or which may suggest an official City position on a matter under consideration or to be voted upon by the City Council. Additionally, the Mayor will not recognize any group whose policies or aims advocate violence, hatred, or any other position contrary to the well-being of the citizens of the City of Chattanooga, Tennessee, or the quality of life in Chattanooga. No proclamation shall be used as a part of an advertisement or commercial promotion without the express permission of the Mayor's Office.

### **Proclamations/recognitions are official documents signed by the Mayor and issued for:**

Public Awareness	Arts and Cultural celebrants
Charitable fundraising campaigns	Special Honors

### **Proclamation requests will be denied for the purpose of:**

Family Reunion	Pastoral Anniversaries	Birthday Celebrations
Class Reunion	Church Anniversaries	Recreational Events
Retirement Ceremonies	Wedding Anniversaries	Conferences

*Certificate of recognition or letter **will be** done instead.*

### **Proclamation requests will also be denied for**

- Deceased individuals

- Organizations of other cities that have no locally-based chapters or specific connection to Chattanooga
- Individuals from other cities who are non-residents of Chattanooga

**Please keep in mind:**

1. Proclamations must be picked up from the Mayor's Office and will not be mailed.
2. Proclamation may be picked up only after you have been notified it is ready at City Hall.
4. The Mayor's Office reserves the right to determine the type of document to be issued.
5. The Mayor's Office reserves the right to deny any request.