



## **PROCLAMATION GUIDELINES**

A proclamation is a document, which dedicates a day in the City of Savannah to honor a special event, cause or purpose. Proclamations are typically issued by the Mayor to recognize the importance of a community event, significant achievements by a community member, or to increase public awareness of a worthy cause.

- 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.
- Request **must** be submitted three week (15 business days) prior to 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 Savannah, Georgia or the quality of life in Savannah. No proclamation shall be used as a part of an advertisement or commercial promotion without the express permission of the Mayor's Office.

### **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

*Letters of welcome or congratulations **will be** done instead.*

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

- Deceased individuals (resolutions will be issued instead. Please contact the Clerk's Office)
- Organizations of other cities that have no locally based chapters or specific connection to Savannah
- Individuals from other cities who are non-residents of Savannah

**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.