

ATLANTA CITY COUNCIL

Proclamation Request Form



Proclamation Guidelines

Proclamations are ceremonial documents signed by the members of the Atlanta City Council and generally issued for:

- Public awareness campaigns
- Nonprofit organizations
- Arts and cultural celebrations within the City of Atlanta
- Special honors (on the recommendation of the President and members of the Atlanta City Council)
- Birthdays (90+) and anniversary milestones (75+)

Proclamations will not be issued for:

- **Matters of political controversy, ideological or religious beliefs, or individual convictions**
- **Events or organizations with no direct relationship to the City of Atlanta**
- **Campaigns or events contrary to City policies**
- **Retirements with the exception of City of Atlanta employees**
- **Deceased persons**

Other:

- The Atlanta City Council reserves the right to **modify or deny any proclamation request**. For proclamations honoring an individual or organization for city-wide contributions, attempts are made to obtain signatures of all City Councilmembers.
- **An organization may request only one proclamation annually.**
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- A congratulatory letter is an alternative where proclamation criteria are not met.

Who can make a proclamation request?

- **Request must be made by a City of Atlanta resident or organization that does work within the City of Atlanta.**

How should a proclamation request be made?

- All requests must be made in writing by using this form. Request can be mailed, faxed or hand-delivered. If mailed or faxed, please call to verify receipt by the City Council Office of Communications. We cannot honor phone requests.
- **Due to the large volume of requests, please submit your request at least *14 business days in advance of the date in which the document is needed.**

What must the request include?

- Contact person's first and last name, address, and telephone number.
- A brief summary and/or background of the event or organization.
- The name and date (s) of the day, week, month or event to be proclaimed.
- An indication of whether the proclamation should be mailed or will be picked up and the date
- A date when the proclamation is needed

Requests can be mailed, emailed or faxed to:

Dexter Chambers, Director
Atlanta City Council
Office of Communications
Suite 2900
Atlanta City Hall
55 Trinity Avenue, SW
Atlanta, Georgia 30303
dchambers@atlantaga.gov
Phone: 404-330-6309
Fax: 404-658-6720

Proclamation requests should be made no less than 14 business days in advance of the date in which the document is needed.

ATLANTA CITY COUNCIL Proclamation Request Form



*Today's Date: _____

Sponsoring Councilmember **(YOU MUST GET PRIOR APPROVAL FROM THE OFFICE OF THE COUNCIL PRESIDENT OR FROM YOUR CITY COUNCIL REPRESENTATIVE'S OFFICE BEFORE SUBMITTING THIS REQUEST FORM)** _____

Full name of recipient (individual or organization): _____

Reason proclamation is being requested: _____

Will this proclamation be read during an Atlanta City Council meeting? ____ Yes ____ No

If yes, please indicate when: _____

The name and date (s) of the day, week, month or event to be proclaimed (optional): _____

Minimum 200 word biography on individual/organization/group being honored. This information will be used in the "*Whereas*" clauses: _____

_____ *additional information can be attached to this form.*

Prior honors/recognitions: _____

Daytime contact number and name of person requesting
proclamation _____ (____) _____

Should the proclamation be mailed? ____ Yes ____ No

If yes, please include mailing address: _____

If the proclamation will be picked up, please indicate when: _____

*Please call to confirm that your request has been received at
404-330-6309 or 404-330-6775.*

Direct requests can be mailed, emailed or faxed to:

Dexter Chambers, Director
Atlanta City Council
Office of Communications
Suite 2900
Atlanta City Hall
55 Trinity Avenue, SW
Atlanta, Georgia 30303
dchambers@atlantaga.gov
Phone: 404-330-6309
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