



Atlanta City Council Proclamation Request Form

Proclamations are ceremonial documents signed by the members of the Atlanta City Council.

Proclamations are generally issued for:

- Public awareness campaigns
- Nonprofit organizations
- Arts and cultural celebrations within the City of Atlanta
- Special honors (on recommendation of the council president and members of the council)
- Birthdays (ages 90, 95 and 100+)

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
- Deceased persons

Special Notes:

- The Atlanta City Council reserves the right to modify or deny any proclamation request.
- Attempts are made to obtain the signatures of all city councilmembers for proclamations honoring an individual or organization that has made city-wide contributions.
- **An organization may request only one proclamation annually.**
- More than one cause may be proclaimed simultaneously.
- An organization or individual does not have exclusive rights to the day, week, or month of their proclamation.
- When proclamation criteria are not met, an official letter may be issued.

Requesting a Proclamation:

- Only City of Atlanta residents or organizations that do work within the City are permitted to request proclamations.
- **Requesters must obtain sponsorship from the council president or a councilmember prior to submitting the request.**
- Requests must be made one month (30 days) prior to the proclamation's print deadline. Note: The print deadline typically falls several days prior to actual presentation. It is the requester's responsibility to be prepared.
- All requests must be made in writing using this form. Email the completed form to:
Zena Lewis
Director, Office of Communications
Atlanta City Council
zolewis@atlantaga.gov
- **Proclamations received via any other method (phone, mail, fax, verbal) or to any other person than the Office of Communications director will not be honored.**
- You may reach out to the Office of Communications with questions or comments at (404) 330-6309.

Reason for proclamation: _____

Proclamation Category (select one):

- | | | |
|---|--|---|
| <input type="radio"/> Accomplishment | <input type="radio"/> Community Service | <input type="radio"/> Special Time (day, week, month) |
| <input type="radio"/> Anniversary | <input type="radio"/> Reunion | <input type="radio"/> Other |
| <input type="radio"/> Birthday (90, 95, 100+) | <input type="radio"/> Special Organization | |
| <input type="radio"/> Church/Pastor | <input type="radio"/> Special Person | |

If other, please describe: _____
(Note: Proclamations are no longer issued for retiring or deceased individuals. Rather, letters of congratulations or condolence are issued.)

Name and title (if applicable) of person or organization the proclamation will honor:

Pertinent Dates

Today's date: _____
(Note: All requests MUST be received at least ONE MONTH (30 days) prior to the printing deadline.)

Date proclamation is due (printing deadline): _____

Date of presentation/event: _____

To be presented in full-council meeting? Yes No

Sponsoring Councilmember (required):

(Note: 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. The Office of Communications will verify proof of sponsorship by directly contacting the councilmember's or council president's office; those unverified WILL NOT be accommodated.)

- | | | |
|---------------------------------|---|------------------------------------|
| <input type="radio"/> Amos | <input type="radio"/> Hillis | <input type="radio"/> Waites |
| <input type="radio"/> Bakhtiari | <input type="radio"/> Norwood | <input type="radio"/> Wan |
| <input type="radio"/> Bond | <input type="radio"/> Lewis | <input type="radio"/> Westmoreland |
| <input type="radio"/> Boone | <input type="radio"/> Overstreet | <input type="radio"/> Winston |
| <input type="radio"/> Dozier | <input type="radio"/> Shipman (President) | |
| <input type="radio"/> Farokhi | <input type="radio"/> Shook | |

Will this document be mounted by the council?

(Note: Mounting requires approval from the sponsoring councilmember and will be verified by the Office of Communications.)

Yes No

Requester's Information

Name of person requesting proclamation: _____

Requester's daytime or mobile phone number (required): (_____) _____ - _____ ext. _____

Requester's email address (required): _____

Delivery

Will this proclamation be delivered to the requester? Yes No

If so, delivery method: USPS Mail In-Person Pickup

Mailing Address (if mailed):

Street Address	Apt. Number	City	State	Zip Code
_____	_____	_____	_____	_____

Date of pickup (if in-person pickup): _____

(Note: Proclamations may be picked up at the Atlanta City Council reception desk, located on the second floor of Atlanta City Hall.)

Biographical Sketch of Individual or Organization Receiving Proclamation (print neatly):

(Note: Forms with insufficient biographical information WILL NOT be accommodated. References to websites or external sources are unacceptable; the requester is responsible for acquiring all information for the council.)

Reason 1 the person or organization is being praised:

Reason 2:

Reason 3:

Reason 4:

Reason 5:

Additional Notes:
