

# How to Write a Proclamation for Association Programs and Events

A proclamation is an official way for local government leaders to make an announcement. Although there are a few steps involved, overall it's a very easy thing to accomplish – particularly if your Association drafts the proclamation for your leader(s).



## The 4-Step Process

1. **Write:** Outline what you would like the proclamation to say.
2. **Contact:** Contact your Mayor, Governor, or other local government official's office to request the proclamation.
3. **Sign:** Meet with the official for the signing of the proclamation and a photo.
4. **Promote:** Post the photo on social media and send a press release to the local newspaper.

## How to Write a Proclamation

### 1. 1<sup>st</sup> Research

First, visit your Mayor's webpage and look for anything to do with "proclamations." Some cities will actually spell out how to ask for a proclamation and even give you a template to follow!

City of St. Louis - <https://www.stlouis-mo.gov/government/departments/mayor/proclamations.cfm#serviceInstructions>

Kansas City - <https://www.kcmo.gov/city-hall/city-officials/common-requests-for-the-office-of-mayor/ceremonial-proclamation-or-letter>

### 2. Draft the Proclamation

#### Title

Start with a basic title, which explains the proclamation.

#### Write Reasoning Statements

Identify the reasons behind your proclamation. Keep it straightforward and simple. Start each statement with "Whereas," followed by the reason.

#### Write The Proclamation Statement

Explain what you are proclaiming, based on the above-listed reasons. Start the sentence with "Now, therefore" and be sure to include the author's name, position, organization, location, and the date. This statement should be written in the first person.

#### Add A Personal Invitation

Underneath proclamation statement, personally invite readers to support and participate in your proclamation.

#### Sign And Date The Document - Prepare

If your organization has an official seal, include it as well. Determine what date period is being covered – a specific day, such as Aug 26, 2020, a week, a month or a year.

### 3. Review the Proclamation and get co-signers as desired. Finalize the draft.

### 4. Submit to the Official for signing.

**Sample Ratification of the 19<sup>th</sup> Amendment Centennial Proclamation (See examples):**

**WHEREAS**, one hundred and seventy-two years ago in 1848, the first Women’s Rights Convention was held in Seneca Falls, New York, marking the beginning of the bold and courageous Women’s Rights Movement to gain women the vote; and

**WHEREAS**, the Women’s Rights Movement, as well as every other progressive social change movement, was made stronger by the women of Missouri from every race, class and ethnic background who served on the front line and ultimately played a unique and critical role in Missouri’s history; and

**WHEREAS**, on June 4, 1919, the United States Congress passed the Nineteenth Amendment to the United States Constitution providing the vote for women and sent it to the states for ratification; and

**WHEREAS**, on July 3, 1919, Governor Frederick Gardner signed the bill that made Missouri the eleventh state to ratify the Nineteenth Amendment; and

**WHEREAS**, 100 years ago, on August 26, 1920, the 19th Amendment was certified by U.S. Secretary of State Bainbridge Colby and became federal law; and

**WHEREAS**, the State of Missouri recognizes that the American Association of University Women, founded in 1881 and its Missouri branches, the (fill in co-sponsor name ), and (fill in co-sponsor name) have long been supporters of women’s rights, equity, and the 19th Amendment; and

**WHEREAS**, *(fill in other local historical information that is relevant)*

**WHEREAS**, the citizens of *(Missouri, city name, county name)* appreciate the struggles of the Suffragists and others who fought for the right to vote by all citizens.

**NOW THEREFORE**, I, *(name of official), (title of official)*, do hereby recognize the 100<sup>th</sup> anniversary of the **RATIFICATION OF THE 19<sup>TH</sup> AMENDMENT** and proclaim that *(pick one:)*

**1) August 26, 2020 is recognized as the “Centennial of the 19<sup>th</sup> Amendment Ratification Day”**

**2) August 2020 is recognized as the “Centennial of the 19<sup>th</sup> Amendment Ratification Month”**

**3) The year 2020 is recognized as the “Centennial Year of the 19<sup>th</sup> Amendment Ratification”**

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of (place), in the (place), this (##) day of (month), 2020.