



**City of West Point**  
**Proclamation Request Guidelines and Procedures**  
Adopted October 13, 2014

Proclamations are ceremonial in nature and are provided by the mayor as a service to the City of West Point residents for their outstanding achievements in the community, city employees, special events or days that are exemplary or special, and nonprofit organizations with the goal of honoring and celebrating community people and events and increasing awareness of noteworthy issues among citizens throughout the City. These public service documents are strictly honorary and are not legally binding. Issuance of a proclamation does not necessarily constitute an endorsement by the City of West Point government.

Proclamations are reviewed on a case-by-case basis to ensure compliance with the city values and goals. The mayor will only issue a proclamation that complies with the guidelines and procedures. For additional information or questions, please contact the City of West Point City Hall Office at (706) 645-3522.

**Guidelines**

1. A request for a proclamation must be made at least two weeks prior to the date that the proclamation will be presented.
2. For retirement proclamations the person must have been employed with their current employer for 25 years or more.
3. For birthday proclamations the person must be at least 75 years of age.
4. For wedding, church, or pastoral anniversary proclamations the anniversary must be 25 years or more.
5. Any proclamation request for a City board, commission or committee member must follow the guidelines and procedures.
6. Any proclamation request for a City employee must be approved in advance by the department director and/or city manager, and the guidelines and procedures must be followed.
7. Annual or other repeat requests must be made in writing for each occasion in accordance with these guidelines. Proclamations are not automatically renewed.
8. Only a City-recognized event, sponsored in whole or in part by the City of West Point government, may be used as part of an advertisement or commercial promotion.

Unfortunately, we cannot issue proclamations for commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service.

We will not issue proclamations taking sides in matters of a political issue, addressing personal convictions, campaigns, or events.

Generally, we will not issue backdated proclamations.

### **Procedure**

All requests for proclamations must be made in writing to the City of West Point City Hall Office at least 10 business days prior to the date when the proclamation is needed. To make a request please send an email with "Request for Proclamation" in the subject line to [kristin.lester@cityofwestpointga.com](mailto:kristin.lester@cityofwestpointga.com) or mail the request to the City Hall Office, City of West Point, P.O. Box 487, West Point, GA 31833. Each request must be accompanied by the name, telephone number and email address of a person who can answer questions about the proposed proclamation. All request must be made in written form.

Individuals or organizations seeking a proclamation must include the following information with the request:

- Name of organization;
- Proposed text for the proclamation, including facts about the subject matter and enough information to make four points. Avoid repetition, and emphasize the most important items or issues;
- Specific title of what will be proclaimed, including name, day of the week, or month to be proclaimed;
- Date of the proclamation presentation;
- Date the proclamation is needed; and
- Action to be taken when the proclamation is ready for pickup or presented (person to be notified either by telephone or email when the proclamation is ready).

Any draft language submitted is subject to editing or revisions.

Once a proclamation request is made, the City of West Point City Hall Office, on behalf of the mayor, will contact the person requesting the proclamation to notify them of the status of the request.

The original proclamation will be issued to the individual or organization (including individual recipients) at no cost.

All proclamations must be picked up at the City Hall Office unless prior arrangements are made.

The Mayor or his or her designee will present all proclamations.



**City of West Point**  
**APPLICATION TO REQUEST CITY PROCLAMATION**

Requests for City Proclamations must be submitted one week prior to the request date.

TOPIC & PURPOSE OF PROCLAMATION: \_\_\_\_\_  
\_\_\_\_\_

INDIVIDUAL OR ORGANIZATION: \_\_\_\_\_

LOCAL RESIDENT ATTENDING COUNCIL MEETING TO ACCEPT PROCLAMATION:  
\_\_\_\_\_

COUNCIL MEETING DATE REQUESTED: \_\_\_\_\_

REQUESTED BY:  
NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

PLEASE FILL IN UP TO FOUR BULLET POINTS OF FACTS ABOUT THE SUBJECT MATTER:

- \_\_\_\_\_  
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