

REQUESTS FOR CITY PROCLAMATIONS

Proclamations are issued by the Mayor during a regularly scheduled Council meeting. They may recognize a day, week, or month. The goal of a proclamation is to honor, celebrate, or create awareness of an event or significant issue.

Guidelines

1. All proclamations must be submitted with at least a 30-day notice to allow for the approval process and the production of the document itself.
2. Proclamations are not automatically renewed. Requests must be made on an annual basis. If the request is for a repeat of a previous proclamation, please reference the month and year of the previous proclamation on the request form.
3. The City Administrator, with approval from the Mayor, reserves the right to approve or decline the production of a proclamation request and to edit any drafted material for final wording.
4. Each proclamation request MUST come from an Oregon resident, preferable from a Curry County resident. This includes requests from national, international, or out-of-state organizations.

Content of a Proclamation

1. Personal proclamations for individuals or businesses will not be accepted.
2. Proclamations must not be used in whole or as part of an advertisement or commercial promotion.
3. Proclamations should reflect inclusiveness, not exclusiveness, and recognize that the strength of our democracy is our diversity. It must not take sides in matters of political, ideological, or religious controversy, or individual convictions.
4. Proclamations must have City or statewide significance and demonstrate relevancy to Gold Beach or Oregonians.

Format Requirements of an Oregon Proclamation

1. Provide a specific date for the proclamation (day, week, or month) and the desired due date for the completed proclamation. Please provide the date the proclamation is needed by. Be sure to include sufficient time to receive the hard copy via postal mail if desired.
2. Each request must have the draft proclamation language you would like included. City staff will format the language into the City's standard proclamation format. The City reserves the right to alter the wording of any requested proclamation.
3. Please provide a contact name, phone number/e-mail address, and mailing address where you would like the final proclamation document sent.

REQUEST FOR GOLD BEACH MAYORAL PROCLAMATION FORM

Please fill out this form and submit with your draft proclamation language. Email submissions are preferred, but hard copy or USPS mailed submissions are fine. If you are submitting via email you can either scan and attach this completed document or enter the text of this submission into the body of the email. Please email your request to either: Mayor Tamie Kaufman: tkaufman@goldbeachoregon.gov OR staff - Jodi Fritts: jfritts@goldbeachoregon.gov

NAME:
PHONE: EMAIL ADDRESS:
MAILING ADDRESS:
WHAT IS THE SPECIFIC DATE/DAY OF YOUR PROCLAMATION EVENT? As in what day, week, month do you want recognized in the proclamation?
WHAT DATE DO YOU NEED THE PROCLAMATION?:
COPY OF COMPLETED PROCLAMATION: I would like to receive a copy: <input type="checkbox"/> SCANNED VIA EMAIL <input type="checkbox"/> PRINTED HARDCOPY VIA USPS <input type="checkbox"/> BOTH PLEASE

Please attach the draft proclamation text either as a document or in the body of the email.

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