

City of Omaha, Nebraska
Office of the Mayor - Proclamation Guidelines

A proclamation is a ceremonial document issued by the Office of the Mayor. Requests will be granted for the following:

- 1) Local events that enhance public awareness
- 2) Special observances for major milestones – both individuals and organizations
- 3) Other events or occasions deemed appropriate by the Mayor's Office

Proclamations will not be granted for:

- 1) Extreme ideological issues, religious advocacy, or matters of political controversy
- 2) National organizations that do not have a local contact person – proclamation requests must be made by Omaha residents
- 3) The Mayor's Office reserves the right to modify or deny any proclamation request

Other important information about proclamation requests:

- 1) The Mayor's Office may proclaim multiple events on the same day, week and month. Proclaiming a day/week/month is not exclusive to one individual or organization.
- 2) A letter of recognition may be most appropriate in situations where the request does not meet the criteria for a proclamation.
- 3) The mayor will not sign proclamations or documents that are not originally produced in the Mayor's Office.

How to request a proclamation:

All individuals and organizations requesting a proclamation must complete and return a Proclamation Request Form. The form, along with all supporting information relevant to the request, must be submitted at least three to five business days in advance of when the document is needed. Four to six suggested "whereas" clauses may also be submitted for consideration. The Mayor's Office may deny requests in which the information is not provided in the manner described above.

Individuals and organizations requesting proclamations are responsible to verify that the request and all supporting information was received in the Mayor's Office.

Only after all information has been submitted to the Mayor's Office will the requester be notified that the request has been approved or denied.

The proclamation request form and supporting information may be returned by mail, e-mail or fax:

David M. Arnold
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Omaha, NE 68183
E-Mail: David.Arnold@ci.omaha.ne.us
Fax: (402) 444-6059