

CITY OF GAINESVILLE PROCLAMATION GUIDELINES

General Information

Proclamations are official announcements and/or public declarations issued by the Mayor and/or Council. They are ceremonial in nature and do not have any legislative value.

Purpose

The purpose of these guidelines is to provide uniformity throughout the process and to make written guidelines available to interested parties.

Proclamations are generally issued to individuals/organizations residing in or doing business within the Gainesville/Hall County community. The primary reasons for issuance include:

1. Recognition of action/service above and beyond the call of duty;
2. Recognition of extraordinary achievement;
3. Supporting actions that improve the quality of life of the Gainesville/Hall County community;
or
4. Raising public awareness on issues that directly affect the Gainesville/Hall County community.

Format

The completed proclamation is prepared on 8 ½ x 11 size paper and always includes the following:

- The City logo
- *Whereas clauses* providing information that basically describe the five W's (who, what, when, where and why)
- *A Now Therefore Be It Resolved clause* proclaiming a specific event
- *An Execution Date* representing the date the Mayor/Council signed the document or the date of the event
- Signature of Mayor and/or Council
- City Seal
- Certificate Holder or Frame

Request Process

Requests should be submitted to the City Manager's Office. A Proclamation Application Form will be required to initiate the process and must be submitted at least fourteen (14) calendar days prior to the event. Individuals/Organizations are encouraged to file their request as early as possible. Applications received after the deadline will be prepared based upon staff availability. Requestors will be advised when issuance cannot occur by the event date.

The Office Coordinator shall be responsible for reviewing all applications. Written notice will be provided for all requests that are denied with a brief explanation.

When time permits, staff will coordinate efforts with the requesting party and provide an opportunity to review a final draft to ensure accuracy and satisfaction.

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Joint Proclamations

Joint proclamations may be requested and are typically issued between the City of Gainesville and Hall County Board of Commissioners. The guidelines and the request process remain the same for the City of Gainesville; however, the applicant is also required to make contact with Hall County. There should be open communication with both governments until the request has been fully completed. There must also be a planned event that both the City of Gainesville and the Hall County Commission have been invited to attend during which the document is presented.

Receipt of Final Document

Individuals/Organizations have several options for receiving the finalized proclamation.

1. Presentation can occur at an event sponsored by the individual/organization subject to availability of a City representative.
2. Presentation can occur at a regularly scheduled Council Meeting which will require additional information for agenda purposes.
3. The proclamation can be received at the Mayor's Office, or the City Manager's Office.
4. The proclamation may be mailed to the applicant.

Limitations

Individuals/Organizations are limited to receiving one proclamation per calendar year.

Deviations from Policy

All deviations from these guidelines require approval from the Council or City Manager.

Contact Information

Mailing Address:

City Manager's Office
P. O. Box 2496
Gainesville, GA 30503-2496

Physical Address:

City Manager's Office
Joint Administration Building
300 Henry Ward Way
Suite 303
Gainesville, GA 30501

Telephone: 770-535-6865
Facsimile: 770-535-6896
Email: jyoung@gainesville.org

CITY OF GAINESVILLE PROCLAMATION APPLICATION FORM

Return to: City Manager's Office, P.O. Box 2496, Gainesville, Georgia 30503

Facsimile: 770.535.6896

ORGANIZATION NAME:
ORGANIZATION WEBSITE ADDRESS:
EVENT TITLE:
EVENT DATE, TIME & LOCATION:

CONTACT INFORMATION:

APPLICANT: _____

ADDRESS: _____

TELEPHONE

FACSIMILE

EMAIL

PRIMARY CONTACT (if different from applicant):

NAME: _____

ADDRESS: _____

TELEPHONE

FACSIMILE

EMAIL

PRESENTATION INFORMATION (check one):

- Planned Event - If checked, are you requesting a joint Proclamation? Yes No
- Council Meeting
- Schedule Pickup
- Mail

Please attach a brochure about your organization along with other official literature describing your organization and its primary focus.

FACTS TO BE CONSIDERED FOR USE IN PROCLAMATION:

The City Manager's Office reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary. Supplemental information may be attached.