Proclamations in 5 Easy Steps

Step 1 – Select WHAT you want to celebrate or honor & WHEN you want to do it.
  o What are you celebrating or proclaiming? *(Fair Housing Month, Bullying Prevention Week, etc)*
  o Are there events associated with your cause? *(Fair Housing Seminar, ADA Celebration, Movie Night and Discussion event, etc)*
    ▪ This will be helpful in planning for your submission to the City Clerk’s office.

Step 2 - WRITE your proclamation.
  o Sample proclamations are available on the City website: www.salina-ks.gov/proclamations.*
  o The current mayor signs all the proclamations, so your proclamation should be written to reflect such.
  o Your proclamation should include background and information surrounding your cause - for example: history of the cause, why or how it is or should be celebrated in Salina, etc.

Step 3 – Select your READER & prepare the Proclamation Information Form.
  o Any member of the public who is able to attend a City Commission meeting can read a Proclamation – individuals, pairs, small groups of 3-4 students, etc.
    ▪ All regular City Commission Meetings are on Mondays at 4:00pm, in Room 107 of the City-County Building, 300 W. Ash, Salina.
  o If there are events associated with your Proclamation, ensure your reader has that information as well.

Step 4 - SUBMIT for the appropriate City Commission Meeting agenda.
  o Your written Proclamation and the Proclamation Information Form should both be submitted to the City Clerk’s office two weeks before the meeting at which you wish to have it read.
  o The City Clerk’s Office is located in Room 206 of the City-County Building.

Step 5 - READ your proclamation in front of the City Commission!
  o Proclamations are one of the first items on the agenda. The reader’s name will be called when it is time for the reading.
  o Proclamations should be read from beginning to end, including signatures and dates.
  o After the Proclamation, the Mayor will ask about events, and the reader may give dates, times, and locations. Some readers bring fliers with event details for each City Commissioner.
  o The Mayor will then present the signed Proclamation to the reader.

*Additional Assistance:

The Community Relations Division (CRD) is happy to work with members of the public to develop and present proclamations.

In order for CRD to assist, the proclamation must involve social justice related content and/or activities. If you are unsure about whether your proclamation falls within the realm of what CRD can assist with, please give us a call at (785) 309-5745 and one of our staff members would be happy to assist you!
Proclamation Information

Proclamation in Honor of: ________________________________

Name of person reading Proclamation: ________________________________

Title: __________________________________________________________________

Organization: __________________________________________________________________

Contact Person & Phone Number: ____________________________________________

Date to be read: __________________________________________________________

Office Use Only

Received by: ________________________

Date Received: ______________________