

## Proclamations in 5 Easy Steps

### Step 1 – Select WHAT you want to celebrate or honor & WHEN you want to do it.

- What are you celebrating or proclaiming? (*Fair Housing Month, Bullying Prevention Week, etc*)
- 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.

- Sample proclamations are available on the City website: [www.salina-ks.gov/proclamations](http://www.salina-ks.gov/proclamations).\*
- The current mayor signs all the proclamations, so your proclamation should be written to reflect such.
- 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.

- 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.
- 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.

- 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.
- 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!

- Proclamations are one of the first items on the agenda. The reader's name will be called when it is time for the reading.
- Proclamations should be read from beginning to end, including signatures and dates.
- 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.
- 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!*



For questions, contact:  
City Clerk's Office  
300 W. Ash, Room 206  
Salina, Ks 67401-0736  
(785) 309-5735 | [cityclerkoffice@salina.org](mailto:cityclerkoffice@salina.org)



DEPARTMENT OF FINANCE AND ADMINISTRATION  
CITY CLERK

300 West Ash Street • P.O. Box 736  
Salina, Kansas 67402-0736

TELEPHONE (785) 309-5735 • FAX (785) 309-5738 • TDD (785) 309-5747

---

**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: \_\_\_\_\_