

## **Proclamation Policy**

Proclamations are issued by the Governor to honor and celebrate events, recognize achievements or increase public awareness of noteworthy causes. Requests are reviewed on a case-by-case basis and are honored at the Governor's discretion and subject to the guidelines of this Policy. The Governor's Office reserves the right to decline any proclamation request or edit any draft language.

Proclamations are strictly ceremonial. The documents are not legally binding and should not be interpreted as a policy endorsement. Requests should be received two weeks before the requested date and may be rejected if they are not received sooner. Requests for a proclamation signing should be made four to six weeks prior to the requested date. The Governor's Office tries to let requesters know the outcome of a proclamation two to four weeks before the requested date.

### **What are the criteria for a proclamation request?**

- Proclamations must hold statewide significance or serve an educational purpose for a significant number of Wyoming citizens.
- Proclamations may recognize a day, week or month.
- Proclamations for the benefit of specific for-profit organizations, policy organizations, businesses or individuals will not be issued.
- Proclamations for anniversaries, weddings, birthdays or retirements will not normally be issued except in extraordinary circumstances such as a 100<sup>th</sup> birthday or 75<sup>th</sup> anniversary.
- Requests must be made on an annual basis. Proclamations will not be automatically renewed.
- Multiple requests from the same organization may not be honored in the same calendar year.
- Requests that are similar to proclamations that have already been issued may be denied.

### **Who can make a proclamation request?**

- Greater consideration is given to requests from Wyoming residents or groups. Out-of-state requests will not normally be considered.

### **How should a proclamation request be made?**

- Requests can be mailed, e-mailed, faxed or hand-delivered. Because of the large volume of requests, we cannot honor phone requests.

- Mail requests to:  
Dalena Phipps  
Office of the Governor  
2323 Carey Ave.  
Cheyenne, WY 82002

- E-mail requests to:  
[dalena.phipps@wyo.gov](mailto:dalena.phipps@wyo.gov)

- Fax requests to:  
(307) 632-3909

### **What must a proclamation request include?**

- A contact person's first and last name, phone number, e-mail address and mailing address.
- A brief summary of the request with details on whether the proclamation will be used at a public event or as part of a fundraising campaign.
- Proposed text for the proclamation, including 4 to 6 WHEREAS clauses. Proclamations must fit on a single legal-sized page and be in 12 point font with room remaining for the Governor's signature and the State Seal of Wyoming.
- An indication of whether the proclamation should be mailed or will be picked up
- A specific date for the proclamation (date, week or month) and a date when the proclamation is needed. Be sure to include sufficient time to receive the hard copy via postal mail.
- Requests for a proclamation signing should be directed to Ruth Critchfield at [ruth.critchfield@wyo.gov](mailto:ruth.critchfield@wyo.gov) or mailed to the Governor's Office.