

# How to Request a Proclamation

A proclamation is an official designation of an event. Proclamations are a great way to educate the public about a specific issue and bring attention to a cause because it carries the full support of a key government official in your community.



## STEP 1: Contact the State or Local Government Office

Governors, county executives, mayors, state legislatures, municipalities, counties, cities or towns can issue proclamations. For city/town proclamations, the mayor is the person to sign. For counties, it will most likely be the county commissioners or county executive. You can find a listing of Mayors on the [NJCTS website](#) or you can Google your own city/town for their contact info. Visit [www.njleg.state.nj.us](http://www.njleg.state.nj.us) to find your state assemblyperson or senator.



## STEP 2: Draft your Proclamation

There is [sample text on the NJCTS website](#). Use this as a guide. Be prepared to have an electronic version of your proclamation available. Most offices will print the proclamation on official letterhead or certificate paper, therefore, sending them an electronic version is usually requested.



## STEP 3: Follow the Guidelines for Submitting a Proclamation Request

Each city, county and state will have their own guidelines for proclamations. The easiest way to research your city, county or state's guidelines is to look on its website. Some need to be mailed while others will accept an email or you will fill out an online form. In order to expedite the process, the following information is usually required when submitting a proclamation request:

- A draft text of the proclamation in the preferred format
- The purpose of the proclamation (TS Awareness in NJ)
- The date when the proclamation is needed
- A brief history of your involvement with NJCTS and why YOU think TS Awareness is important
- The name and daytime telephone number and/or email address of the contact person (that's you!)



## STEP 4: Allow Enough Time

The wheels of government turn slowly, so be sure to begin the proclamation request process at least two months in advance of your event date or as soon as possible. Timing is key if you want to be able to have the proclamation announced at a city council or county commissioner meeting. Do not hesitate to follow up to check the status of your proclamation.



## STEP 5: Make an Event Out of It!

Follow any guidelines that you are given by the city/town as to whom (and how many) you can bring to the proclamation meeting or signing event. TAKE PICTURES! Notify your local paper or media outlets about the proclamation and send them a copy. As with any media piece, demonstrate its importance to the media's audience by including impact numbers and your very own perspective. Finally, share the info with NJCTS so we can post it to our social media!



Visit [www.njcts.org/awareness](http://www.njcts.org/awareness) for more information.

