

Proclamation Letter of Dedication or Recognition

Proclamations are ceremonial documents signed by the City Manager and City Council President and issued for:

- Public awareness
- Special events
- Significant achievements by a community member
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors, on the recommendation of the City Council and City Manager

Proclamation requests will be denied for the purpose of:

- Family and Class Reunion
- Retirement Ceremonies
- Pastoral Anniversaries
- Church Anniversaries
- Wedding Anniversaries
- Organizations of other cities that have no locally based chapters or specific connection to

*Deceased individuals (Resolutions will be issued instead.)

*Letters of welcome or congratulations will be done for:

- Birthday Celebrations
- Recreational Events
- Conferences

**Contact City Hall for additional information*



www.coatesville.org

Stronger Than Steel

610.384.0300



PROCLAMATION GUIDELINES

Requests must include several (5-8) short one or two sentence paragraphs about important things the organization/individual has done throughout its history, highlights, facts, etc. and why this day should be proclaimed or this person recognized. Request must be submitted three weeks (15 business days) prior to due date. Maximum one proclamation yearly per requester or event. Proclamations will not be issued for any matter with potential political controversy or which may suggest an official City position on a matter under consideration or to be voted upon by the City Council. Additionally, the City Manager will not recognize any group whose policies or aims advocate violence, hatred or any other position contrary to the well-being of the citizens of the City of Coatesville or the quality of life in Coatesville in Coatesville.

All requests for proclamations should be made in writing to the requested official. Each request should be accompanied by the name, telephone number, and email address of a person who can answer questions about the proposed proclamation. We seeking a proclamation, include the following information with the request:

- ✓ Name of organization.
- ✓ Proposed text for the proclamation, including facts about the subject matter
- ✓ Avoid repetition, and emphasize the most important items or issues.
- ✓ Specific title of what will be proclaimed, including name, day of the week, address, etc.
- ✓ Any draft language submitted is subject to editing or revisions.

Once a proclamation request is made, maintain contact with the person to whom the request was made to determine the status of the request. The proclamation should be issued to the individual or organization requesting the proclamation. Follow-up to make sure the proclamation is received in a timely manner.