

**Proclamation Guidelines**  
**State of Nevada**  
**Office of the Governor**

Proclamations are issued by the Governor of Nevada to provide recognition for noteworthy issues or occasions. The Office of the Governor may issue one original Proclamation free of charge to Nevada residents. These public service documents are honorary and not legally binding. All Proclamation requests will be reviewed on a case-by-case basis, and the Governor's Office reserves the right to deny any request for any reason, or make exceptions to the following guidelines.

- Proclamations recognize a day, week or month
- Proclamations are not issued to honor a specific organization or group
- Proclamations are not issued to honor an individual person, nor are they issued for birthdays, anniversaries, weddings, conferences or graduations
- Proclamations are issued for one period of time only. For example, if "Family Gardening Day" is proclaimed on January 1, then "Family Gardening Week" or "Family Gardening Month" will not be proclaimed later in the year. Nevada organizations are encouraged to coordinate their efforts with other similar groups and organizations before contacting the Governor's Office. Organizations are also encouraged to request Proclamations that coincide with national or state-designated dates.
- Proclamation requests must be made in writing and can be submitted by a state resident via the web form <http://gov.nv.gov/contact/proclamation/>, fax, or mail. Requests must include a contact person's first and last name, complete mailing address and telephone number.
- Proclamation requests must include proposed text, including four to six "Whereas" clauses
- Proclamation requests must be submitted at least four weeks in advance of the date to be recognized
- Draft language may be modified or rewritten at the discretion of the Governor's Office