

## Proclamation Request Guidelines - State of Nevada

Proclamations are issued by the Governor of Nevada to provide recognition for special events or noteworthy issues. The Office of the Governor may issue one original Proclamation free of charge to Nevada residents. These public service documents are merely 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 such request for any reason.

- Proclamations recognize a day, week or month
- Proclamations are issued for Nevada non-profit organizations with preferably statewide, but at least regional interest. Local (city or county wide) proclamations can be issued by local officials (mayor or county commissioners)
- 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
- Requests that are similar to already issued proclamations will be declined. For example, if "Chemistry Week" was proclaimed in January and a request for "Chemistry and Science Month" is received in June, the request for "Chemistry and Science Month" would be declined. A copy of the "Chemistry Week" proclamation could be provided instead
- Proclamation requests must be made in writing and can be submitted by a state resident via e-mail, fax, or mail. Requests must include a contact person's first and last name, address, and telephone number
- Proclamation requests must include proposed text, including four to six "Whereas" clauses, and may be modified or rewritten at the discretion of the Governor's office
- Proclamation requests must be submitted at least four weeks in advance of the required issue date
- Proclamations neither indicate nor imply the Governor's support of any given issue, project or event