

Proclamation Guidelines

Proclamations are ceremonial documents issued at the discretion of the Mayor. They provide an opportunity for the Mayor to recognize exceptional events, organizations, and people and to increase public awareness of issues having community-wide significance to the City of Tahlequah.

Proclamations are issued for:

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors

Proclamations will not be issued for:

- Matters involving political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Tahlequah
- Campaigns or events contrary to City policies

Other:

- The Mayor's Office reserves the right to modify or deny any proclamation request.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.
- Proclamations are not typically issued for individuals. Depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter will be provided.

Who can make a proclamation request?

- Request must be made by a City of Tahlequah resident or other person affiliated with a Tahlequah business or organization.

How should a proclamation request be made?

- All requests must be made in writing. Request can be mailed, e-mailed, faxed or hand-delivered. If mailed, emailed, or faxed, please call to verify receipt by our office.
- Requests should be made at least 10 business days in advance of the date the document is needed. Please include:
 - Contact person's first and last name, address, and telephone number.
 - A brief summary and/or background of the event or organization.
 - The name and date (s) of the day, week, month or event to be proclaimed.
 - A date when the proclamation is needed

Direct proclamation requests to:

Office of the Mayor
Attn: Administrative Assistant
City of Tahlequah
201 E. Delaware
Tahlequah, OK 74464
Ph: 918-456-0651, Ext. 3
Fax: 918-458-9589
Email: execsec@cityoftahlequah.com