

City of Jonesboro Proclamation Guidelines

Return to: City Clerk's Office, 1859 City Center Way, Georgia 30236 or sjewett@jonesboroga.gov



Proclamations are ceremonial documents signed by the Mayor and issued for:

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

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction.
- Events or organization with no direct relationship to the City of Jonesboro.

Who can make a proclamation request:

- Request must be made by a City of Jonesboro resident or others as approved by staff.

Proclamation process:

- Submit the request with:
 - Proclamation Application form (attached)
 - The required date proclamation is needed
 - Delivery method-if it will be picked up or mailed
- Proclamation requests should be received by City staff at least 30 days in advance of the required date with drafted wording for the proclamation. Please note the proclamation must fit on a single legal-size page.
- The request can be made via paper or email by emailing sjewett@jonesboroga.gov.
- Receiving the application in electronic form will help expedite the process, especially for new proclamation requests. Otherwise, written request can be submitted to the address listed at the top of this document.

For more information and/or questions, please call (770) 478-3800.

***The City of Jonesboro reserves the right to approve or decline a proclamation request and to edit any drafted material for final wording.**

City of Jonesboro Proclamation Application

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ORGANIZATION/INDIVIDUAL NAME:
ORGANIZATION WEBSITE ADDRESS:
EVENT TITLE:
EVENT DATE, TIME & LOCATION

CONTACT INFORMATION:

APPLICANT: _____

ADDRESS: _____

TELEPHONE FACSIMILE EMAIL

PRIMARY CONTACT (if different from applicant):

NAME: _____

ADDRESS: _____

TELEPHONE FACSIMILE EMAIL

PRESENTATION INFORMATION (check one) :

Planned Event - If checked, are you requesting a joint Proclamation? yes no

Council Meeting

Schedule Pickup

Mail

Please attach a brochure about your organization along with other official literature describing your organization and its primary focus.

FACTS TO BE CONSIDERED FOR USE IN PROCLAMATION:

*The City of Jonesboro reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary. Supplemental information may be attached.