



PROCLAMATION REQUEST POLICY

Guidelines for Proclamation Requests

1. All proclamations must be submitted at least 30 days in advance of the preferred issue date to allow for the approval process and production of the document itself.
2. Proclamations are not automatically renewed each year:
 - a. Proclamations that may occur every year must be requested annually.
 - b. If the request is for a repeat of a previous proclamation, a copy of that document should be included with the request.
3. City Hall reserves the right to approve or decline the production of a proclamation request and to edit any drafted material for final wording.
4. Each proclamation request must come from a Madelia resident and/or organization. This includes requests from national, international, or out-of-state organization – in such instances, a local chapter or office should be associated with the request.