

**Suddenly Sleepy Saturday  
Links for Requesting State and City Proclamations**

**States and Territories listed A-Z:**

**Alabama**

[https://contact.governor.alabama.gov/contact\\_procs.aspx](https://contact.governor.alabama.gov/contact_procs.aspx)

- Use online form
- at least 30 days prior

Madison, Alabama

<http://www.madisonal.gov/index.aspx?nid=182>

- 2 weeks prior
- [Mayors.Office@MadisonAL.gov](mailto:Mayors.Office@MadisonAL.gov) or by fax to (256) 772-3828; with attention to Kim Lindsey.

Hoover, Alabama

<http://www.hooveral.org/FormCenter/Mayor--City-Council-7/Request-for-Recognition-39>

- Use online form

Huntsville, Alabama

<http://www.huntsvilleal.gov/government/mayors-office/proclamations/>

- 4 weeks prior
- Submit request to the Mayor's office at [contact@huntsvilleal.gov](mailto:contact@huntsvilleal.gov)

Tuscaloosa, Alabama

- 2 weeks prior
- Send requests to [requests@tuscaloosa.com](mailto:requests@tuscaloosa.com).

**Alaska**

<http://aws.state.ak.us/CrmForms/Home/WebRequest>

- 4-6 weeks' notice
- online form

**Arizona**

<http://azgovernor.gov/governor/form/proclamation-request>

- online form
- 6 weeks prior

Mesa, Arizona

<https://www.mesaaz.gov/government/mayor-council/mayor-john-giles/proclamation-request>

- 30 days prior
- Must be sponsored by a city department

Phoenix, Arizona

<https://www.phoenix.gov/mayor/proclamation>

-- email mayor at least 21 days prior

## **Arkansas**

<https://governor.arkansas.gov/online-services/proclamation-request/>

-- online form

-- 30 days prior

Conway, Arkansas

[https://conwayarkansas.gov/documents/30/Proclamation\\_Request\\_Office\\_Mayor.pdf](https://conwayarkansas.gov/documents/30/Proclamation_Request_Office_Mayor.pdf)

-- 3 weeks prior

Fayetteville, Arkansas

<http://www.fayetteville-ar.gov/FormCenter/Mayors-Office-16/Proclamation-Request-120>

-- online form

-- 5-7 days prior

Little Rock, Arkansas

<https://www.littlerock.gov/city-administration/mayors-office/mayor-request-form/>

-- 4 weeks prior

## **California**

<https://www.ca.gov/archive/gov39/faq/index.html>

-- If your proclamation request is for an event or day other than a state or national holiday, it must be first evaluated and sponsored by the state agency under which the issue falls. The agency works directly with the requestor to determine if the agency will sponsor the proclamation.

To find the appropriate agency to sponsor your proclamation request, please [click here](#). The Governor's Office does not issue official proclamations for individuals or private organizations; those types of requests are fulfilled by commemorative messages

Fresno, California

<https://www.fresno.gov/cityclerk/request-for-issuance-of-proclamation/>

-- 30 days prior

-- online form

Long Beach, California

<http://www.longbeach.gov/globalassets/mayor/media-library/documents/action/request-a-proclamation-certificate-or-letter-from-mayor-garcia/forms-and-certificates>

-- 10 days prior

-- PDF form

San Francisco, California

<https://sfmayor.org/contact-mayor-london-breed>

-- online form

-- 2-4 weeks prior

Sacramento, California

<http://www.cityofsacramento.org/Mayor-Council/Ceremonial-Documents/Ceremonial-Request>

-- 4 weeks prior

-- online form

### **Colorado**

<https://www.colorado.gov/governor/proclamations>

-- 4 weeks prior

Arvada, Colorado

[http://static.arvada.org/docs/Proclamations, Recognitions & Awards-1-201407091339.pdf](http://static.arvada.org/docs/Proclamations,_Recognitions_&_Awards-1-201407091339.pdf)

-- 3 weeks prior

Aurora, Colorado

[https://www.auroragov.org/city\\_hall/mayor\\_\\_city\\_council/request\\_a\\_proclamation](https://www.auroragov.org/city_hall/mayor__city_council/request_a_proclamation)

-- 4 weeks prior

-- online form

Colorado Springs, Colorado

<https://coloradosprings.gov/city-council/webform/proclamation-request>

-- 10 days prior

-- online form

Centennial, Colorado

<https://www.centennialco.gov/Government/Mayor-Council/City-Council-Meetings/Mayoral-Proclamation>

-- 4 weeks prior

-- PDF form

Denver, Colorado

<https://www.denvergov.org/content/denvergov/en/mayors-office/contact-the-mayor/request-a-proclamation.html>

-- 3 weeks prior

-- Online form

### **Connecticut**

\*\*Has been suspended due to COVID-19

<https://portal.ct.gov/Office-of-the-Governor/Contact/Request-a-Proclamation>

-- 3 months prior

-- online form

Bridgeport, Connecticut

<http://www.bridgeportct.gov/content/341441/341447/343336.aspx>

- 6 weeks prior
- online form

### **Delaware**

<https://governor.delaware.gov/request-proclamation-tribute/>

- 3 weeks prior
- online form

Dover, Delaware

<https://evogov.s3.amazonaws.com/media/27/media/12588.pdf>

- 10 business days prior
- PDF form

Newark, Delaware

Submit your request to [citysecretary@newark.de](mailto:citysecretary@newark.de) and you will be contacted regarding your request.

### **Florida**

<http://www.flgov.com/request-a-proclamation/>

- 4-6 weeks prior
- online form
- prefers that request comes from someone of authority of the organization (i.e. President, Director, etc.)

Fort Lauderdale, Florida

<http://www.fortlauderdale.gov/government/city-commission/office-of-the-mayor-city-commission/proclamations>

- 1 week prior
- A proclamation may be requested via e-mail ([SWyman@fortlauderdale.gov](mailto:SWyman@fortlauderdale.gov)), fax, phone or mail.

Jacksonville, Florida

<http://www.coj.net/mayor-curry/bizforms/letter-proclamation-request-form.aspx>

- 30 days prior
- online form

Miami, Florida

<http://www.miamidade.gov/commission/divisions-protocol-make-a-nomination.asp>

- 15 days prior
- must call the Miami-Dade County Mayor's Office or the office of your County Commissioner

Orlando, Florida

<http://www.cityoforlando.net/mayor/proclamations/>

- 15 business days prior

-- online form

St. Petersburg, Florida

<https://form.jotform.com/211435168056049>

-- online form

Sunny Isles Beach, Florida

<http://www.sibfl.net/clerk-proclamations/>

-- 30 days prior

-- online form

### **Georgia**

<https://gov.georgia.gov/contact-us/proclamations/proclamation-request>

-- 30 days prior

-- online form

Atlanta, Georgia

<https://www.atlantaga.gov/home/showpublisheddocument?id=97>

-- 14 days prior

-- Requests can be mailed to: Attn: Dexter Chambers, Director Atlanta City Council, Office of Communications Suite 2900, Atlanta City Hall, 55 Trinity Avenue, SW Atlanta, Georgia 30303; [dchambers@atlantaga.gov](mailto:dchambers@atlantaga.gov)

Savannah, Georgia

<https://www.savannahga.gov/DocumentCenter/View/7338/PROCLAMATION-REQUEST-GUIDELINES?bidId=>

-- All requests must be submitted at least 3 weeks (15 business days) prior to date the document is needed.

### **Hawaii**

<https://governor.hawaii.gov/contact-us/request-a-proclamation/>

-- 4 weeks prior

-- online form

Honolulu, Hawaii

<http://www.honolulu.gov/mayor/contactthemayor/proclamation-request-form.html>

--3 weeks prior

### **Idaho**

<https://gov.idaho.gov/contact/proclamations/>

-- 3 week prior

-- PDF form

Idaho Falls, Idaho

<https://www.idahofallsidaho.gov/DocumentCenter/Home/View/927>

-- 3 weeks prior

-- PDF form

## **Illinois**

<https://www2.illinois.gov/sites/gov/contactus/Pages/Proclamation.aspx>

- 4 weeks prior
- online form

Chicago, Illinois

<https://webapps.cityofchicago.org/eforms/org/cityofchicago/moletterrequest/index.jsp>

- 10 business days prior

Naperville, Illinois

<http://www.naperville.il.us/government/proclamations/>

- 21 business days prior
- online form

Rockford, Illinois

<https://rockfordil.gov/mayors-office/request-a-proclamation/>

- 3 weeks prior
- online form

## **Indiana**

<http://www.in.gov/gov/2916.htm>

- 6-8 weeks prior
- online form

Indianapolis, Indiana

<https://www.indy.gov/workflow/request-a-proclamation-from-the-mayor>

- 4 weeks prior
- online form

Evansville, IN

<http://www.evansvillegov.org/city/department/division.php?structureid=160>

- 1 month prior
- online Word doc

South Bend, IN

-- To request a letter or proclamation please email Mark Bode at [mbode@southbendin.gov](mailto:mbode@southbendin.gov). Please submit requests at least three weeks in advance.

## **Iowa**

<https://governor.iowa.gov/constituent-services/proclamation-request>

- 4-6 weeks prior
- online form

## **Kansas**

[https://governor.kansas.gov/questions\\_form/](https://governor.kansas.gov/questions_form/)

- 6-8 weeks prior
- online form

City of Tonganoxie, Kansas

<https://www.tonganoxie.org/government/mayor/mayors-proclamation-request-1>

- 14 business days prior
- online form

Overland Park, Kansas

<https://www.opkansas.org/city-government/mayors-office/>

- 4-6 weeks prior
- Submit requests to the mayor's assistant via email or mail:

Melissa Colasanto  
Executive Assistant  
[melissa.colasanto@opkansas.org](mailto:melissa.colasanto@opkansas.org)  
City of Overland Park  
8500 Santa Fe Drive  
Overland Park, KS 66212

Topeka, Kansas

<https://www.topeka.org/mayor/proclamations-application/>

- 1 month prior
- online form

### **Kentucky**

<https://governor.ky.gov/services/proclamations-acclamations>

- 30 days prior
- online form

Hopkinsville, Kentucky

[http://www.hopkinsvilleky.us/departments/mayor/request\\_proclamation\\_or\\_commendation.php](http://www.hopkinsvilleky.us/departments/mayor/request_proclamation_or_commendation.php)

- 1 week prior
- online form

Louisville, Kentucky

<https://louisvilleky.gov/government/mayor-greg-fischer/services/request-proclamation-mayor>

- 2 weeks prior
- online form

### **Louisiana**

<http://gov.louisiana.gov/index.cfm/form/home/13>

- a minimum of two weeks' notice is required to provide the proclamation. No proclamation will be proclaimed more than 45 days in advance.
- online form
- if repeated request, mention on form

New Orleans, Louisiana

<https://nola.gov/mayor/requests/proclamation-requests/>

- 10 business days in advance of event.
- must pick up

### **Maine**

<https://www.maine.gov/governor/lepage/contact/proclamation-request-form.html>

- At least 6 weeks prior
- online form

Augusta, Maine

[http://www.augustamaine.gov/document\\_center/Government/2.Request\\_Form\\_for\\_Proclamation\\_or\\_Commendation.doc](http://www.augustamaine.gov/document_center/Government/2.Request_Form_for_Proclamation_or_Commendation.doc)

- Word form
- Email completed form to [loretta.lathe@augustamaine.gov](mailto:loretta.lathe@augustamaine.gov)

### **Maryland**

<https://governor.maryland.gov/proclamation-requests/>

- 30 days
- online form

Anne Arundel County, Maryland

<https://www.aacounty.org/departments/county-executive/request-citation-proclamation/index.html>

- 30 days prior
- online form

Baltimore, Maryland

<http://mayor.baltimorecity.gov/ceremonial-document-request-form>

- two weeks prior
- online form
- will mail proclamation only if granted due to COVID-19

City of Frederick, Maryland

<https://www.cityoffrederick.com/FormCenter/Proclamations-17-17/Request-a-Proclamation-55-55>

- online form

### **Massachusetts**

<https://www.mass.gov/how-to/request-a-proclamation-from-governor-baker>

- Submit 20 business days prior
- online form

Boston, Massachusetts

<https://www.boston.gov/departments/mayors-office/how-get-recognition-mayor>

- 20 days prior
- online form



Springfield, Massachusetts

- 2-3 weeks prior
- Email request to [MayorsProclamations@springfieldcityhall.com](mailto:MayorsProclamations@springfieldcityhall.com)
- Call 413-787-6000 to ensure proclamation is ready for pickup

### **Michigan**

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90639---,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90639---,00.html)

- 4 weeks prior
- To submit a proclamation or program book welcome letter request, please send a detailed e-mail to [tributes@michigan.gov](mailto:tributes@michigan.gov)

Detroit, Michigan

<http://www.detroitmi.gov/Correspondence>

- 30 days
- online form

### **Minnesota**

<https://mn.gov/governor/news/proclamationrequest.jsp>

- Submit at least 20 business days prior

Minneapolis, Minnesota

<https://app.smartsheet.com/b/form/99e1b724d5aa4888ae7c0a7d57a71226>

- Submit at least 10 business days prior
- online form

Moorhead, Minnesota

<http://www.cityofmoorhead.com/government/mayor-city-council/request-a-mayoral-proclamation>

- 20 days prior
- online form

### **Mississippi**

<https://www.governorbryant.ms.gov/Pages/Contact.aspx>

- Contact the Governor's office at 601-359-3150 or email [governor@govreeves.ms.gov](mailto:governor@govreeves.ms.gov)

Biloxi, Mississippi

- Contact the Mayor's office at 228-435-6254

Greenville, Mississippi

<http://www.greenvillems.org/mayor-s-office>

- Scroll down for ceremony documents
- 14 days prior

Jackson, Mississippi

<https://www.jacksonms.gov/proclamation-request-form/>

- 7-10 days prior
- online form

**Missouri**

<https://governor.mo.gov/actions/proclamations>

-- 60 days prior

Kansas City, Missouri

<http://kcmayor.org/contact/request-a-proclamation>

-- 2 weeks prior

-- online form

-- must be picked up

St. Louis, Missouri

<https://www.stlouis-mo.gov/government/departments/mayor/proclamations.cfm>

-- 15 days prior

**Montana**

The governor does not issue proclamations, but will write letters of support. Contact the Governor's office by mail or by phone at Office of the Governor, PO Box 200801, Helena, MT 59620-0801; 406-444-3111

Great Falls, Montana

<http://www.greatfallsmt.net/cityclerk/proclamation-request-form>

-- 3 weeks prior

-- online form

**Nebraska**

<https://governor.nebraska.gov/proclamation-request>

-- 30 days prior

-- online form

Bellevue, Nebraska

<https://bellevuewa.gov/city-government/city-council/proclamation-requests>

-- 30 days prior

-- online form

Omaha, Nebraska

<https://mayors-office.cityofomaha.org/images/pdf/proclamation-request-form-v4.pdf>

-- 21 days prior

-- PDF form

**Nevada**

[https://gov.nv.gov/Forms/Request\\_a\\_Proclamation/](https://gov.nv.gov/Forms/Request_a_Proclamation/)

-- 4 weeks prior

-- online form

City of North Las Vegas, Nevada

<http://www.cityofnorthlasvegas.org/Departments/MayorAndCouncil/PDFs/RequestforaProclamationForm.pdf>

- 4 weeks prior
- PDF form

Las Vegas, Nevada

<https://files.lasvegasnevada.gov/council/Request-a-proclamation.docx>

- 2 weeks prior
- Word doc form
- must be picked up

### **New Hampshire**

[https://new-hampshire.secure.force.com/support/GOV\\_Proclamation](https://new-hampshire.secure.force.com/support/GOV_Proclamation)

- at least 30 days prior
- online form

### **New Jersey**

<http://www.state.nj.us/governor/contact/>

- online form after selecting "requesting proclamation/special letter" in the dropdown

Newark, New Jersey

- If you would like to request a commendation letter or proclamation from the Mayor, please email your request to [ceremonialdocuments@ci.newark.nj.us](mailto:ceremonialdocuments@ci.newark.nj.us).

### **New Mexico**

<https://www.governor.state.nm.us/contact-the-governor/requesting-a-proclamation/>

- Submit no less than 45 days prior

Albuquerque, New Mexico

<https://www.cabq.gov/mayor/contact-us/request-a-proclamation>

- online form

### **New York**

- no information found
- use contact form: <https://www.governor.ny.gov/content/governor-contact-form>

### **North Carolina**

<https://governor.nc.gov/request/request-proclamation>

- No less and 6 weeks prior
- online form

Charlotte, North Carolina

<http://charlottenc.gov/Mayor/Pages/requestdocs.aspx>

-- 4 weeks prior

-- [email](#) or mail to Office of the Mayor, 600 East Fourth Street, 15th Floor, Charlotte, NC 28202.

Durham County, North Carolina

<http://dconc.gov/government/departments-a-e/clerk-to-the-board/ordinances-resolutions-proclamations-letters>

-- 6 weeks prior

-- Word doc form

Greenville, North Carolina

<http://www.greenvillenc.gov/government/city-council/proclamations/proclamation-request>

-- 2 weeks prior

-- online form

Raleigh, North Carolina

<https://raleighnc.gov/home/content/PubAffairs/Articles/MayoralRequests.html#paragraph--215791>

-- 3 weeks prior

-- must make request via email [mayorstaff@raleighnc.gov](mailto:mayorstaff@raleighnc.gov)

### **North Dakota**

<http://governor.nd.gov/contact-us>

-- no formal process; contact the Governor's office

### **Ohio**

\*Has been suspended due to COVID-19

<https://governor.ohio.gov/wps/portal/gov/governor/contact>

-- 30 days prior

-- use drop down menu to select "Requesting Proclamations"

Cincinnati, Ohio

<http://www.cincinnati-oh.gov/mayor/proclamations/>

-- 10 days prior

-- online form

Cleveland, Ohio

<http://www.city.cleveland.oh.us/CityofCleveland/Home/Government/MayorsOffice/Proclamations>

-- 10 business days prior

-- Email [communications@city.cleveland.oh.us](mailto:communications@city.cleveland.oh.us); fax to 216-420-8758; mail to Mayor's Office of Communications, City Hall, Room 227, 601 Lakeside Ave, Cleveland, OH 44414

**Oklahoma**

<https://www.governor.ok.gov/contact/commendation-proclamation-request>

- 30 days prior
- online form

Tulsa, Oklahoma

<https://www.cityoftulsa.org/government/mayor-of-tulsa/proclamation-request/>

- 2 weeks prior
- PDF Form

**Oregon**

<http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx>

- 30 days prior
- Word form

**Pennsylvania**

<https://www.governor.pa.gov/contact/>

- 6-8 weeks prior
- use online contact form

Allentown, Pennsylvania

<https://www.allentownpa.gov/Government/Mayors-Office/Cultural-Flag-Raising>

- 3 weeks prior
- E-mail to Karen Lore at [lorek@allentown.org](mailto:lorek@allentown.org)

Harrisburg, Pennsylvania

<https://cityofharrisburg.zendesk.com/hc/en-us/articles/360000098093>

Lackawanna County, Pennsylvania

<https://www.lackawannacounty.org/index.php/community-outreach>

Philadelphia, Pennsylvania

<https://www.phila.gov/documents/request-a-ceremonial-document-form/>

- 3 weeks prior
- PDF form

Pittsburgh, Pennsylvania

<http://pittsburghpa.gov/mayor/group-proclamation>

- 6 weeks prior
- online form

Reading, Pennsylvania

<https://www.readingpa.gov/content/proclamation-request-form>

- 2 weeks prior
- PDF form

**Rhode Island**

<https://governor.ri.gov/constituent-services>

- Click on [Guidelines for Certifications and Proclamations](#) link in the Commemorative Documents box for instructions.
- Submit your request using the [Contact the Governor](#) link.

<https://governor.ri.gov/sites/g/files/xkqbur236/files/2021-08/proclamation-and-citation-instructions.pdf>

-- no information available.

### **South Carolina**

<https://governor.sc.gov/executive-branch/proclamations>

- 30 days prior
- online form

City of Greer, South Carolina

<http://www.cityofgreer.org/499/Request-a-Proclamation>

- PDF form

### **South Dakota**

<https://governor.sd.gov/office/executive-proclamation.aspx>

- 3-4 weeks prior

### **Tennessee**

<https://www.tn.gov/former-governor-haslam/contact-us/proclamation-request.html>

- no less than 21 days prior; no more than 3 months
- online form

Chattanooga, Tennessee

<http://www.chattanooga.gov/mayors-office/request-for-a-proclamation>

- 21 days prior
- online form

Knoxville, Tennessee

[http://www.knoxvilletn.gov/government/mayors\\_office/proclamation\\_requests](http://www.knoxvilletn.gov/government/mayors_office/proclamation_requests)

- 7 days prior
- online form

Shelby County, Tennessee

<https://www.shelbycountyttn.gov/FormCenter/Mayors-Form-21/Request-a-Proclamation--Greeting-87>

- no less than 4 weeks prior, no more than 3 months
- online form

### **Texas**

<https://gov.texas.gov/contact/assistance.aspx>

- Under issue, click "Ceremonial item request." Include request and draft proclamation in comment box

-- 8 weeks prior

Austin, Texas

<https://www.austintexas.gov/online-form/proclamation-and-recognition-request-form>

-- Mail to: Mayor's Office, ATTN: Ceremonial Documents Office, P.O. Box 1562, Houston, TX 77251

Dallas, Texas

<http://dallascityhall.com/government/citymayor/Pages/Ceremonial-Office.aspx>

-- 6 weeks prior

-- online form

Fort Worth, Texas

<http://fortworthtexas.gov/recognition/>

-- 30 days prior

-- online form

Houston, Texas

<http://www.houstontx.gov/mayor/ceremonialdocs.html>

-- 2-3 weeks prior

-- email to: [ceremonialdocs@houstontx.gov](mailto:ceremonialdocs@houstontx.gov)

San Antonio, Texas

<https://www.sanantonio.gov/Clerk/Other-Services/Ceremonial-Request-Form>

-- 1 month prior

-- online form

### **Utah**

<http://declarations.utah.gov/DeclarationRequest.aspx>

-- 6 weeks prior

-- online form

### **Vermont**

<http://governor.vermont.gov/proclamation-request>

-- 4-6 weeks prior

-- online form

### **Virginia**

<https://www.governor.virginia.gov/constituent-services/request-a-proclamation/>

-- at least 45 days prior, no more than 120 days

-- online form

Richmond, Virginia

<https://apps.richmondgov.com/applications/RequestsForMayor/Proclamation>

Roanoke, Virginia

<http://www.roanokeva.gov/2103/Ceremonial-Documents-Request-Guidelines>

--30 days prior

-- online form

### **Washington**

<http://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamation-gr-eeting-or-letter>

-- at least 30 days prior

-- filled in form

Seattle, Washington

<http://mrsc.org/getmedia/3AC72EC8-D1E7-4572-A234-42C6FB94E6AC/S42ProcGuide.aspx>

-- 30 days prior

Spokane, Washington

<https://static.spokanecity.org/documents/mayor/ceremonial-document-request-form-2015-06-08.pdf>

-- 3 weeks prior

-- PDF form

Tacoma, Washington

[https://www.cityoftacoma.org/government/city\\_council/CCMeetings/Proclamations/](https://www.cityoftacoma.org/government/city_council/CCMeetings/Proclamations/)

-- 2 weeks prior

-- PDF form

Vancouver, Washington

<http://www.cityofvancouver.us/citycouncil/page/proclamations-and-special-presentations>

-- 1 month prior

-- PDF Form

Yakima, Washington

<https://www.yakimawa.gov/council/assets/proclamations.pdf>

-- 30 days prior

-- PDF form

### **Washington, DC**

<http://os.dc.gov/service/ceremonial-services>

-- 2 weeks prior

-- online form

### **West Virginia**

<https://appengine.egov.com/apps/wv/governor/request-proclamation>

-- 30 days prior

-- online form

### **Wisconsin**

<https://appengine.egov.com/apps/wi/governor/document-request>

-- 45 days prior



Kenosha, Wisconsin

[https://www.kenosha.org/images/mayor\\_admin/CommendationRequestForm.pdf](https://www.kenosha.org/images/mayor_admin/CommendationRequestForm.pdf)

-- 1 week prior

-- PDF form must be emailed to [mayor@kenosha.org](mailto:mayor@kenosha.org).

Milwaukee County, Wisconsin

<https://county.milwaukee.gov/EN/County-Executive/Contact/Proclamation-Requests>

-- From County Executive Crowley

-- At least 14 days in advanced

-- online form

Milwaukee (City of), Wisconsin

<https://city.milwaukee.gov/mayorbarrett/ConstituentServices/MayoralProclamations22225>

-- 3 weeks prior

-- Word form

-- Mail to: Attention: Proclamations, Office of Mayor Tom Barrett, City Hall, 200 E. Wells St., Room 201 Milwaukee, WI 53202; Fax: Attn: Proclamations, (414) 286-3191; E-mail: [mayor@milwaukee.gov](mailto:mayor@milwaukee.gov) Subject: Proclamation Request

## **Wyoming**

<https://drive.google.com/file/d/0BwJ9TTkaa31LZ1MxU1NSR29UOFk/view>

-- 6 weeks prior

-- Mail/email/fax drafted proclamation to Mail requests to: Dalena Phipps, Office of the Governor, 2323 Carey Ave, Cheyenne, WY 82002. E-mail requests to: [dalena.phipps@wyo.gov](mailto:dalena.phipps@wyo.gov)

## **US Territories**

While information was not found on obtaining a proclamation (with the exception of Puerto Rico), below is the basic information for the following US Territories:

### **American Samoa**

<https://www.americansamoa.gov/contactus>

Office of the Governor

Pago Pago, American Samoa

684-633-4116

[americansamoagovernment@gmail.com](mailto:americansamoagovernment@gmail.com)

### **Guam**

<https://governor.guam.gov/contact-us/>

Office of The Governor of Guam

513 West Marine Corps Drive

Hagatna, Guam 96910

Phone: 671-472-8931-6

<https://governor.guam.gov/contact-us/>

**Northern Mariana Islands**

<https://www.doi.gov/oia/islands/cnmi>Office of the Governor

Caller Box 10007

Capital Hill

Saipan, MP 96950

Fax: 1-670-664-2211

Phone: 1-670-664-2280

**Puerto Rico**

<https://www.estado.pr.gov/en/proclamations/>

-- 60 days prior

**US Virginia Islands**

<https://www.vi.gov/contact/>

Government House

5047 (21-22) Kongens Garden

St. Thomas, VI 00802-6487

340-774-0001

1105 King St

St. Croix, VI 00820

340-773-1404

*Last updated January 2022*

