



## **Guidelines for Proclamations from the Office of the Governor**

Proclamations are provided by Governor Pat Quinn's Office as a courtesy to Illinois residents. A proclamation is the most official form of recognition issued by the Governor. The goal of a proclamation is to honor and celebrate events of significant importance to the State of Illinois. They also designate a period of time (day, week, or month) for focusing and raising awareness of a specific cause. All proclamations will be reviewed on a case-by-case basis. The Governor's Office reserves the right to decline any request for a proclamation or to make exception to the following guidelines:

### **Policy**

- Proclamations may recognize a day, week, or month
- Proclamations must have some statewide significance.
- Proclamations are not issued for birthdays, retirements, reunions, weddings, or anniversaries.
- No proclamation shall be used as part of an advertisement or commercial promotion without permission from the Governor's Office. Any use of the proclamation in a news release or other type of publication must be approved by the Governor's Office prior to publication.
- The issuance of a proclamation does not constitute an endorsement by the Governor.
- The Governor's Office reserves the right to approve or decline the production of a proclamation request and to edit any drafted material for final wording.
- Only three official, signed copies of any proclamation can be issued per group.
- Proclamations are not automatically renewed. Requests must be made on an annual basis. If the request is for a repeat of a previous proclamation, a copy of that document should be included with the request form.

### **Criteria**

- Must be requested or endorsed by an Illinois citizen. Out-of-state requests **will be declined**.
- Must not duplicate other requests. Requests that are similar to already issued proclamations will be declined.
- A draft is recommended when submitting a request.

### **Making your request**

- Requests may be faxed to (217) 524-4049, submitted through the website <http://www.illinois.gov/GOCA> or mailed to the following: Governor's Office of Constituent Affairs; 207 State House; Springfield, Illinois 62706.
- Be sure to include all contact information, including a mailing address and telephone number.
- You are strongly encouraged to submit your request 4 weeks in advance of your requested date. Requests will be accepted no more than six months in advance. If less than two weeks notice is given, the Governor's Office reserves the right to decline.

**If you have further questions, please contact the Governor's Office of Constituent Affairs at (217)782-0244.**