



City of Waycross Proclamation Request Form

Proclamations are ceremonial documents signed by the Mayor of the City of Waycross.

Proclamations are generally issued for:

- Public awareness campaigns
- Nonprofit organizations
- Arts and cultural celebrations within the City of Waycross
- Special honors
- Birthdays (ages 90, 95 and 100+)

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual convictions
- Events or organizations with no direct relationship to the City of Waycross
- Campaigns or events contrary to City policies
- Retirements
- Deceased persons

Special Notes:

- The City of Waycross reserves the right to modify or deny any proclamation request.
- More than one cause may be proclaimed simultaneously.
- An organization or individual does not have exclusive rights to the day, week, or month of their proclamation.
- When proclamation criteria are not met, an official letter may be issued.

Requesting a Proclamation:

- Only City of Waycross residents or organizations that do work within the City are permitted to request proclamations.
- Requests must be made one month (30 days) prior to the proclamation's print deadline. Note: The print deadline typically falls several days prior to actual presentation. It is the requester's responsibility to be prepared.
- All requests must be made in writing using this form. Email the completed form to:

Robin Brookins
Executive Assistant, City Manager
rbrookins@waycrossga.gov

- **Proclamations received via any other method (phone, mail, fax, verbal) or to any other person than the City Manager's Executive Assistant will not be honored.**
- You may reach out to the City Manager's Office with questions or comments at (912) 287-2912.

Reason for proclamation: _____

Proclamation Category (select one):

- | | | |
|-------------------------|----------------------|---------------------------------|
| Accomplishment | Community Service | Special Time (day, week, month) |
| Anniversary | Reunion | Other |
| Birthday (90, 95, 100+) | Special Organization | |
| Church/Pastor | Special Person | |

If other, please describe: _____
(Note: Proclamations are no longer issued for retiring or deceased individuals. Rather, letters of congratulations or condolence are issued.)

Name and title (if applicable) of person or organization the proclamation will honor:

Pertinent Dates

Today's date: _____

(Note: All requests MUST be received at least ONE MONTH (30 days) prior to the printing deadline.)

Date proclamation is due (printing deadline): _____

Date of presentation/event: _____

To be presented in full-council meeting? Yes No

Requester's Information

Name of person requesting proclamation: _____

Requester's daytime or mobile phone number (required): (_____) _____ - _____ ext. _____

Requester's email address (required): _____

Delivery

Will this proclamation be delivered to the requester? Yes No

If so, delivery method: USPS Mail In-Person Pickup

Mailing Address (if mailed): _____

Street Address Apt. Number City State Zip Code

Date of pickup (if in-person pickup): _____
(Note: Proclamations may be picked up at the City Manager's Executive Assistant desk, located on the second floor of Waycross City Hall.)

Biographical Sketch of Individual or Organization Receiving Proclamation (print neatly):
(Note: Forms with insufficient biographical information WILL NOT be accommodated. References to websites or external sources are unacceptable; the requester is responsible for acquiring all information for the council.)

Reason 1 the person or organization is being praised:

Reason 2:

Reason 3:

Reason 4:

Reason 5:

Additional Notes: