



City of East Cleveland

Proclamation Guidelines

Proclamations are ceremonial documents signed by the Mayor and/or City Council and issued for:

- Recognition of Deceased persons affiliated or who lived in the City of East Cleveland
- Public awareness
- Significant Life Achievements
- Arts and cultural celebrations
- Special honors (on the recommendation of the Mayor)

The Mayor's Office or City Council Office reserves the right to modify or deny any proclamation request.

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of East Cleveland
- Campaigns or events contrary to City policies
- An organization or person requesting the same day request of their proclamation.

Note: A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met.

Who can make a proclamation request?

- Request must be made by a City of East Cleveland resident
- Proclamations must affect a broad group of people. Where appropriate for individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter will be provided.

How should a proclamation request be made?

- All requests must be made by contacting the Office of the Mayor and/or Clerk of Council Office either by phone, fax, email, in writing, or hand-delivered
- Requests should be made at least 3-5 business days in advance of the date the document is needed. The exception to this rule is condolence requests- these should be made as soon as possible after a person's passing. In this case, proclamations may be available within 1-2 business days.

What must the request include?

- Contact person's first and last name, address, and telephone number.
- A brief summary and/or background of the event or organization.
- The name and date (s) of the day, week, month or event to be proclaimed.
- Draft text for the proclamation, including 7-6 "whereas" clauses which include content information relevant to the person or organization being recognized
- An indication of whether the proclamation should be mailed or will be picked up and the date.
- A date when the proclamation is needed.

All questions may be directed to Office of the Mayor at 216-681-2208 or City Council Office at 216.681-2310 Direct requests may be directed via email to bkyle@cityofeastcleveland.org or kquy@cityofeastcleveland.org writing to:

Office of the Mayor
City Hall, Room 205
14340 Euclid Avenue
East Cleveland, OH 44112

or

Clerk of Council Office
City Hall, Room 107
14340 Euclid Avenue
East Cleveland, OH 44112