



City of Tyler Proclamation Policy

Policy

The City of Tyler will issue a proclamation at no charge to recognize an individual(s) or an organization(s) for their outstanding achievement in the community, special event(s) or day(s) that are noteworthy or historically significant.

Proclamations **will not** be issued for commercial purposes, such as the opening of a new business, a new service, a new product, or a new professional service. This also includes business anniversaries that are less than 25 years.

In addition, proclamations **will not** be issued for deceased persons, retirements, birthdays, weddings, or family reunions.

Procedure

A request for a proclamation must be made in writing to the City of Tyler Communications Department at least one week prior to the date that the proclamation will be picked up from City Hall. Each request must be accompanied by the name and telephone number of a person who can answer additional questions about the proposed proclamation.

Individual(s) or organization(s) seeking a proclamation must accompany the request with:

1. Facts about the subject matter – enough information to make 4 points.
2. Specific title of what will be proclaimed
3. Date of the proclamation and date to be presented

The Mayor of Tyler will make the final decision on whether a proclamation is issued or not. No Proclamations are issued to non-residents or for a non-Tyler event unless specifically approved by the Mayor of Tyler.

All proclamations must be picked up at the City Manager's Office unless prior arrangements are made.

The original proclamation will be presented to the individual(s) or organization(s) who request it at no cost.

Any proclamation to be presented to a city board, commission or department must be approved in advance.