



## Zonta District 9 Centennial Anniversary Proclamation FAQs



### What is a proclamation?

A proclamation is an official declaration issued by a person of authority to make certain announcements known. Proclamations are generally made by governments to inform the public or draw attention to important matters.

### Why is it important to seek a proclamation about Zonta's Centennial Anniversary?

A proclamation from your local city or town council lets the public know of this important milestone in our organization's history. The presentation of a proclamation can be used as a public relations tool to draw attention to our cause through all channels of media.

### Who issues proclamations?

Normally, the City or Town Clerk's office issues a proclamation, but this can vary from city to city. In some cities, if there is a City Manager, it would be issued by that office.

### How does a club ask for a proclamation?

Depending on a city's protocol, a club member would reach out to (1) City council member, (2) City Manager's office, (3) Mayor's office or City Clerk's office. In large cities, it may be best to start with the City Clerk's office.

### What happens after a request is made?

Usually, if information is not on a city's website, one would speak with the Clerk and obtain information as to whether it can be presented at a council meeting. Some places will contact you to pick it up prior to an event.

### Where will our proclamation be presented?

Proclamations are usually presented at a City Council meeting closest to the date as possible or certificates will be given in order to be presented at a separate event.

### Who should receive the proclamation?

The Club President and any other Club members that can attend should be present. It is important that someone be prepared to speak on the topic of the proclamation, if called upon to do so.

### What do we do with the proclamation after we have received it?

Take pictures of the group with the elected official with someone holding the proclamation or certificate. Then, keep Proclamations in date order and hand off to the Club Historian!

### When should we plan to ask for the proclamation to take place?

District 9 is requesting that Club's have a proclamation presented as close to the November 11<sup>th</sup> Zonta Centennial date as possible.

### How far in advance do I need to request the proclamation?

Some locales require anywhere from a 10 day notice to 6 weeks' notice and will require your verbiage.