



Office of Governor Mark Dayton Proclamation Request Form

PROCLAMATION POLICY AND PROCEDURES

Policy

The Office of Governor Mark Dayton will issue proclamations for extraordinary state or local events that deserve special recognition from the Governor. Proclamations will be issued for events or activities that affect a broad group of people. Content and subject matter of the proclamation must not take sides in matters of political, ideological or religious controversy or individual convictions. Proclamations will not be issued to honor birthdays or retirements.

Proclamations must not be used in whole or as part of an advertisement or commercial promotion, nor will they be issued for for-profit businesses or corporations. Any use of the proclamation in a news release or any other publication must be approved by the Governor's Office prior to publication. Requests for proclamations must be made by a Minnesota resident. Organizations are limited to one proclamation request within the same calendar year.

The Governor's Office reserves the right to modify or deny any proclamation request. The issuance of any proclamation does not indicate gubernatorial endorsement of the event or the content of the event being proclaimed, and cannot be used for fundraising purposes.

Procedures

Complete the Proclamation Request Form (all requests must be in writing) at least 20 calendar days in advance of the date it is needed.

1. Proclamation requests must include the following:
 - Contact person's full name, address, telephone number(s) and email address.
 - The date when the proclamation is needed.
 - A brief summary or background of the event and/or organization making the request.
 - The name and date(s) of the day, week, month or event to be proclaimed.
 - Proposed proclamation text, including "Whereas" clauses and a "Now therefore" (what is being proclaimed?)
2. Mail, hand deliver, or Email the form to:

Office of Governor Dayton
Citizen Outreach Department
130 State Capitol
75 Rev. Dr. Martin Luther King, Jr. Boulevard
St. Paul, MN 55155
Email: sarah.hinde@state.mn.us

Note: The preferred form of submission is via e-mail. All other forms of submission will take additional time to process.

3. Please allow up to **20 calendar days for processing.**

Note: If you want your proclamation published in the State Register, please contact Robin Panlener at 651-297-7963.



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Please provide the information requested below and return this form by mail or email to:

Office of Governor Mark Dayton
Citizen Outreach Department
130 State Capitol
St. Paul, MN 55155
(651) 201.3431
sarah.hinde@state.mn.us

Today's Date: _____ Date Certificate is Needed: _____

Name and address of organization requesting Proclamation:

Contact Person:

Name: _____ Title: _____
Phone: _____ Email: _____

What is being proclaimed _____

Please provide a detailed description of the event and reasons you believe this should be designated as a proclamation below. *Whereas...*

Indicate below your preference on the document being returned to you:

_____ Call me when it's ready and we will pick it up _____ Mail it to me