

PROCLAMATION REQUESTS

Proclamations are ceremonial documents signed by the Mayor and issued for public awareness, charitable fundraising campaigns, arts and cultural celebrations and special honors.

To start the ceremonial document process, an individual or organization should submit a written request via facsimile, email, or U.S. mail. To ensure efficient processing of requests, the Town asks that requests be made at least 10 business days in advance of the date the document is needed. If you have questions about requesting a proclamation, please call Garner's Deputy Town Clerk at (919) 773-4456.

Requests should include:

- Contact person's first and last name, address, email, and telephone number.
- A brief summary and/or background of the event and/or organization.
- The name and date(s) of the day, week, month or event to be proclaimed.
- Draft text for the proclamation that states why the request is being made, adding any relevant history & background. This information is needed for creation and personalization of the proclamation.
- An indication of whether the proclamation should be mailed or will be picked up and if so, what date.
- A date when the proclamation is needed.

Guidelines for Town of Garner Proclamations

- For retirement proclamations the person must have been employed with their current employer for 25 years or more.
- For birthday proclamations the person must be at least 75 years of age.
- For wedding, church or pastoral anniversary proclamations the anniversary must be 25 years or more and must be in 5 year increments.

Submit proclamation requests to:

- Town of Garner
Deputy Town Clerk
900 7th Avenue
Garner, NC 27529
Fax: (919) 662-8874
Office: (919) 773-4456
Email: kmoffett@garnernc.gov
- Or deliver in person to the Deputy Town Clerk at Garner Town Hall, 900 7th Avenue, Building "A"