



Proclamations

Proclamations are provided by the Mayor's Office as a service to Ogden City residents with the goal of honoring and celebrating events or increasing awareness of noteworthy causes among the citizens. Proclamations ideally provide an opportunity for the Mayor to recognize exceptional events and people when he cannot acknowledge them in person.

Proclamations are official, non-contractual documents signed by the Mayor of Ogden City in recognition of special community events or significant occurrences.

Requests for proclamations are reviewed individually. The Mayor's Office reserves the right to refuse a request for a proclamation at our discretion.

Guidelines

- We politely ask that all proclamation requests pertain to people, non-profit organizations, or causes that are associated with or have an effect on Ogden City. Requests must be made 15 days in advance of the date in which a proclamation is needed.
- Proclamations recognize a month, day, or week, and will be issued no more than once each year.
- Proclamations are generally not issued for private businesses, weddings, anniversaries, birthdays, conferences, or fundraising.
- Proclamations may not be used as part of a commercial promotion without authorization from the Mayor.
- Once a request has been made, the Mayor's Office will contact you to inform you of the decision regarding the request.
- Proclamations may be modified or altered by the Mayor's Office.

All the information we require is included on our online application form.

[Click here for the form.](#)

What to Include in Your Request

- Contact information
- A summary including background or other information regarding proclamation
- The name or title of the proclamation to be issued
- A draft proclamation
- An indication whether you want the proclamation mailed, prepared for pick-up, or signed in your presence

All proclamation requests must be in writing and may be submitted by mail, **e-mail** at christyshaw@ogdencity.com .

Ogden City Municipal Building
Mayor's Office 9th Floor
2549 Washington Blvd.
Ogden, UT 84401

To follow up on your proclamation request, you can contact us by e-mail at christyshaw@ogdencity.com or by phone at (801)629-8111. Please keep in mind that the approval process can take several days.



Proclamation Request Form

Today's Date: _____

Name: _____

Address: _____ City: _____ Zip Code: _____

Phone: (Cell) _____ (Home) _____ (Fax) _____

E-Mail: _____

Date of Event: _____ Date Proclamation Is Needed: _____

Do You Want Proclamation Signed In Your Presence? _____

How Will Proclamation Be Delivered? Pick Up ____ Or
Mayor Present _____

Is This Proclamation Request New Or A Previous Request? _____

If Previous, Please Give Title of Request: _____

Purpose of Organization or Individual: _____

Day, Week or Month Being Proclaimed: _____

Title of Day, Week or Month Proclaimed: _____

Background Information or Historical Significance:

Statements About Event To Be Used In The "Whereas" Section Of The
Proclamation:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____