

City Proclamation Guidelines

Proclamations are ceremonial documents to honor, celebrate or create awareness of an event or significant issue specific to Lompoc and its citizens. They may be issued for:

- Public awareness
- Charitable fundraising campaigns
- Non-profit organizations
- Arts and cultural celebrations
- Celebrating anniversaries of longtime businesses
- Special honors, determined by Mayor
- Recognizing positions taken by the California League of Cities

Proclamations will not be issued for:

- For-profit businesses, as an advertisement or commercial promotion
- Matters of political or religious nature
- Events or organizations with no direct relationship to the City of Lompoc
- Campaigns or events contrary to City policies

Guidelines

- The Mayor's office reserves the right to approve or decline any proclamation request and to edit the drafted material for final wording.
- All proclamation requests will be reviewed on a case-by-case basis.
- An organization can request only one proclamation annually.
- A certificate of recognition or congratulatory letter is an alternative where the criteria for a proclamation are not met.

Who can make a proclamation request?

- Requests must be made by a City of Lompoc resident or employee

How do you request a proclamation?

- All requests must be made in writing via email, hand-delivered, or sent by U.S. mail.

- Each request should be made 30 days in advance of the date the proclamation is needed.

What should be included in the request?

- Please provide a contact person's first and last name, phone number, home address and email address.
- Provide a brief summary of the event or organization.
- Provide a specific name and date for the day, week or month or event to be proclaimed.
- Provide the exact date the proclamation is needed.
- Each request must include a draft text of the proclamation, including four to five "whereas" clauses.
- Provide a mailing address to send the final proclamation or indication of whether it will be picked up, including the receiver's name and title.
- Proclamations must fit on a single 8 ½" x 11" page and be in 12 point font, with room remaining for the Mayor's signature.

If you have a question, please contact the City Clerk at 805-875-8241. Direct requests may be sent via email to S_Alvarez@ci.lompoc.ca.us, or in writing to:

City Clerk's Office
Lompoc City Hall
100 Civic Center Plaza
Lompoc, CA 93436