



City of Conway, Arkansas

Proclamation Request Procedures

Proclamation Request from the Office of the Mayor

Proclamations are issued by the Office of the Mayor to provide an opportunity for the Mayor to recognize exceptional events, groups or people. The goal of a proclamation is to recognize and celebrate the extraordinary achievements of city residents and organizations, to honor occasions of importance and significance to the residents of Conway, and to increase public awareness of issues with the hope of improving the well-being of citizens of Conway.

Proclamation Guidelines

- Proclamations recognize a day or week and in some cases the month can be recognized.
- We ask that requests be submitted three weeks prior to the due date. Some groups have suggested proclamations which may be submitted for consideration.
- Any draft language submitted may be edited or revised without notice at the discretion of the Mayor's Office.
- As proclamations are within the discretion of the Mayor, some requests may not be granted.

We will try to honor your request for presentation at a City Council meeting or presentation in person, but certain dates may not be available due to length of agenda, availability or other prior commitments of Mayor or other reasons. The Mayor's Office will contact you regarding coordination of these presentations.

Greetings/Other Recognition

Welcome letters are also available from the Office of the Mayor. This can be for individuals or groups that are visiting the City of Conway, and may include conventions, community celebrations, award ceremonies, graduations, etc.

We ask that recognitions/welcome letters be submitted three weeks prior to due date.

Proclamation Information

If you prefer, you are welcome to email the information to Felicia Rogers, Executive Assistant to the Mayor @ felicia.rogers@cityofconway.org. She can also be reached at City Hall @ 501.450.6110. This information page is intended to facilitate this process and reduce the number of phone calls as it contains the information needed to process your request.

**City of Conway, Arkansas
Proclamation Request**

Name: _____

Phone: _____

Email address: _____

Title of Proclamation: _____

Date (s) of Proclamation: _____

Purpose of Proclamation: (draft language and/or background of person, event, or organization being proclaimed). Please provide as much detailed information as possible as we want the proclamation to capture your request. ***You may attached additional information.***

Whereas: _____

If you would like to submit information for a welcome letter please list details (name, date, additional information) below:
