

OFFICE OF GOVERNOR MARK DAYTON

Proclamation Request Form



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. ~~2 IIIIFILDSURFOP DWQV~~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. 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 (no more than 300 words in length), including "Whereas" clauses and a "Now therefore" (what is being proclaimed?)

2. Mail, hand deliver, or Email the form to:

Georgina Brelje
Office of Governor Mark Dayton & Lt. Governor Tina Smith
75 Rev. Dr. Martin Luther King Jr. Blvd.
Ste. 130
Saint Paul, MN 55155-1611
St. Paul, MN 55155
Email: proclamations.gov@state.mn.us

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

If you want your proclamation published in the State Register, please contact Sean Plemmons at 651-297-7963.

Today's Date:

Date(s) of Proclamation:

Name of Organization:

Organization Address:

Contact Information

Name

Title

Phone:

Email:

Purpose of Proclamation:

Draft Language of Proclamation:

Upon completion of the proclamation, we will email you a PDF version of your proclamation and call you. Please select how you would like to receive the hard copy of your proclamation:

I will pick up my proclamation from the Governor's Office (address below)

I would like my proclamation mailed to me at the address indicated on Page 2 of this form.

What date would you like your proclamation mailed to you/ready for pickup? **Please allow for a minimum of 20 days from the date of your request.** Please allow for an additional 2-3 days if you would like your proclamation mailed to you.

Mail, hand deliver, or Email the form to:

Georgina Brelje
Office of Governor Mark Dayton & Lt. Governor Tina Smith
75 Rev Dr. Martin Luther King Jr. Blvd.
Suite 130
St. Paul, MN 55155

Email:

proclamations.gov@state.mn.us