Proclamation Guidelines

Proclamations are used to honor or recognize exceptional achievement, extraordinary activities or events that reflect outstanding accomplishments in the lives of Oak Harbor residents.

- All proclamation requests will be reviewed on a case-by-case basis. Decisions are final.
- Requests should be submitted using the official request form thirty (30) days prior to the requested presentation date.
- A sample proclamation or wording must be provided in WORD format. Proclamations must fit on one page, using Times New Roman, font size 12. City staff may make revisions as needed.
- Organizations that fit within the guidelines can request only one new proclamation annually, not previously issued. Multiple requests by the same organization or individual will not be honored in the same calendar year.
- Proclamation renewals or requests that are similar to previously issued proclamations will be denied.
- Annually reoccurring proclamations will be issued only once, upon their initial recognition. For following years, the meeting chair may speak on a list of the existing proclamation for that month.
- Generally, a proclamation shall not focus on a business or a specific organization.
- Proclamations neither indicate nor imply the City or Mayor's support of any given issue, project or event.
- We are unable to issue proclamations for out-of-city events, for-profit causes, anything that may appear to be advertisement, or city endorsement of non-city partner.
- Proclamations ideally reflect, but are not limited to, the focus of the Mayor's administration:

  Working together with all city partners including the Oak Harbor Chamber of Commerce, Island County, Oak Harbor School District, NAS Whidbey Island, and other organizations and individuals involved with the City of Oak Harbor.

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

Submission of a proclamation request does not guarantee issuance. Please do not make announcements regarding your proclamation request until you have received approval by a City staff member. The Mayor’s office and Executive staff may grant or decline any request without comment. The City reserves the right to limit proclamations for efficiency purposes.