



Proclamation Request

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

IMPORTANT NOTICE: We recently made changes in our process for requesting proclamations. In order to ensure that the applicant understands the process and that we have a thorough understanding of the request, please read the instructions carefully & submit all required documentation. **Incomplete forms will not be accepted.** Thank you!

Guidelines:

- Proclamations are limited to non-commercial, non-profit efforts which have definite local activities in Idaho Falls. In other words, national organizations, groups or activities that desire a proclamation must have an in-city sponsor to be considered by the Office of the Mayor.
- Your request must be submitted three (3) weeks prior to the date you wish to receive the document.
- Recurring requests must be filed yearly. Proclamations do not have a standing order.
- The Office of the Mayor reserves the right to modify proclamation verbiage.
- The Office of the Mayor reserves the right to deny, without comment, any proclamation request received.
- If you feel the media may have an interest in your proclamation, it is your responsibility to contact the media outlets.
- A proclamation does not indicate or imply the Mayor’s support for any given issue or project.
- Not all requests for proclamations can be issued due to the volume and nature of the requests.
- No proclamation or portion of a proclamation may be used as part of a paid advertisement without written permission from the Office of the Mayor.
- More than one proclamation may be issued by the Office of the Mayor for the same date.
- All proclamation requests must be in writing and may be submitted via mail or email.

If you feel your request meets the foregoing guidelines please return the completed form to the Mayor’s office at: City of Idaho Falls Mayor’s Office: P.O. Box 50220, Idaho Falls, ID 83405 or mayor@idahofallsidaho.gov.

Proclamation Information:

Name: _____

Physical Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Daytime Phone: _____

Message?

Text?

Evening Phone: _____

Message?

Text?

Cell Phone: _____

Message?

Text?

**Unless advised otherwise, all contact regarding this request will be to the above listed individual.*



Title of the Proclamation: _____

Date(s) of Proclamation: _____

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

Preferred option for receiving:

_____ Mail Address: _____

_____ Pickup Date & Time: _____

Return the completed form to the Mayor’s office at: City of Idaho Falls Mayor’s Office: P.O. Box 50220, Idaho Falls, ID 83405 or mayor@idahofallsidaho.gov.