

PROCLAMATION REQUEST GUIDELINES

Proclamations, certificates, congratulatory letters, and keys to the City are ceremonial in nature and are issued by the Mayor. They are intended to honor and celebrate special events, significant issues, or increase awareness. This policy is subject to change per the wishes of the Mayor and the Mayor reserves the right to modify or deny any request.

Proclamations are issued for:

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors (on the recommendation of the Mayor)

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Lynchburg
- Campaigns or events contrary to City policies

Other:

- An organization may request only one proclamation annually.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week or month of their proclamation.

Who can make a proclamation request:

- A City of Lynchburg resident or an organization based in Lynchburg
- Proclamations must affect a broad group of people. Proclamations are not made for individuals. For individuals, depending on the occasion or event, either a Certificate of Recognition or Congratulatory letter may be requested.

Request for proclamation must include:

- Contact person's first and last name, address, and telephone number
- A brief summary and/or background of the event or organization
- The name and date(s) of the day, week, month or event to be proclaimed
- Draft text for the proclamation, including 4-6 "whereas" clauses
- An indication of whether the proclamation should be mailed or will be picked up
- A date when the proclamation is needed

Certificates and Congratulatory Letters

- Certificates and Congratulatory Letters are provided by the Mayor's Office to be of service to Lynchburg residents and guests. The purpose of a certificate/letter is to celebrate achievements and recognize individuals or organizations for their accomplishments. Certificates of recognition/letters are provided for significant birthdays, anniversaries, retirements, professional celebrations, and award recipients.
- Requests should be made at least 30 business days in advance of the date the document is needed. All requests must be made in writing and can be mailed, faxed, hand delivered or emailed to the Clerk of Council (see contact information below). If mailed or faxed, please call to verify receipt by our office.

Honorary Citizen Certificates

- Honorary Citizen Certificates may be awarded to out-of-town dignitaries and foreign citizens/dignitaries who are visiting the City of Lynchburg in a special capacity or in a cultural exchange.
- Other Honorary Citizen Certificates may be awarded as deemed appropriate by the Mayor.

Ceremonial Key to the City

- In Lynchburg, the act of giving the Key to the City is the highest form of municipal honor. It is symbolic and honors the significant civic contributions of esteemed visitors, residents or others. The decision to bestow the Key to the City is made by the Mayor.
- The Key is also presented to members of City Council upon the completion of their service on City Council.

Making a request for proclamation, letter, certificate or Key to the City:

- Requests should be made at least 30 business days in advance of the date the document is needed. The exception to this rule is condolence requests. These should be made as soon as possible after a person's passing.
- All requests must be made in writing and may be emailed, mailed, faxed or hand-delivered to the Clerk of Council. Please call to verify receipt.

Clerk of Council
900 Church Street
Lynchburg, VA 24504
Fax: 434-847-1536
Telephone: 434-455-3990
Email: valeria.chambers@lynchburgva.gov