

City Proclamation Guidelines

Proclamations are ceremonial documents to honor, celebrate or create awareness of an event or significant issue specific to Lompoc and its citizens. They may be issued for:

- Public awareness
- Charitable fundraising campaigns
- Non-profit organizations
- Arts and cultural celebrations
- Celebrating anniversaries of longtime businesses
- Special honors, determined by Mayor
- Recognizing positions taken by the League of California Cities

Proclamations will not be issued for:

- For-profit businesses, as an advertisement or commercial promotion
- Matters of political or religious nature
- Events or organizations with no direct relationship to the Lompoc Valley
- Campaigns or events contrary to City policies

Guidelines

- The Mayor's office reserves the right to approve or decline any proclamation request and to edit the drafted material for final wording. If the Mayor declines the request, then one Council member may have the proclamation placed on a Council agenda for an upcoming meeting for consideration and adoption by a majority of the Council Members present at that meeting.
- All proclamation requests will be reviewed on a case-by-case basis.
- An organization can request only one proclamation annually.
- A certificate of recognition or congratulatory letter is an alternative where the criteria for a proclamation are not met.

Who can make a proclamation request?

- Requests must be made by a resident, employee, business operator or real property owner within the Lompoc Valley.

How do you request a proclamation?

- All requests must be made in writing via email, hand-delivered, or sent by U.S. mail.
- Each request should be made 30 days in advance of the date the proclamation is needed.

What should be included in the request?

- Please provide a contact person's first and last name, phone number, home address and email address.
- Provide a brief summary of the event or organization.
- Provide a specific name and date for the day, week or month or event to be proclaimed.
- Provide the exact date the proclamation is needed.
- Each request must include a draft text of the proclamation, including four to five "whereas" clauses.
- Provide a mailing address to send the final proclamation or indication of whether it will be picked up, including the receiver's name and title.
- Proclamations must fit on a single 8 ½" x 11" page and be in 12 point font, with room remaining for the Mayor's signature.

If you have a question, please contact the Mayor or City Manager at 805-875-8212. Direct requests may be sent via email to L_Collins@ci.lompoc.ca.us, or in writing to:

Mayor or City Manager
Lompoc City Hall
100 Civic Center Plaza
Lompoc, CA 93436