

REQUEST A PROCLAMATION

The Sunbury City Mayor welcomes the opportunity to recognize exceptional individuals, groups and events within the City of Sunbury and County of Northumberland. Proclamations from the city are issued by the Mayor to honor, celebrate, or create awareness of an event, milestone, or achievement and, in rare cases, individuals of interest to the broader community. They can be issued for one day, week, or month. These public service documents are not legally binding, nor do they constitute an endorsement by the Mayor.

All requests for proclamations should be submitted in writing at least three weeks prior to the date needed. The Mayor's Office reserves the right to modify or deny any proclamation request. An organization does not have exclusive rights to one day, week or month of their proclamation and proclamations issued in previous years will not be automatically re-issued. A new request must be submitted and approved.

Proclamations may be published on your organization's website or social media. If you intend to use the Mayor's name or image in any other manner while promoting your proclamation, please contact the Mayor's office at [570-286-7820](tel:570-286-7820) or sunbury1@ptd.net to obtain approval prior to doing so.

WHAT CAN PROCLAMATIONS BE ISSUED FOR?

- Significant contributions and services to the community
- Organizational, business or group milestones and significant anniversaries
- Cultural or historical occasions
- Centennial (100th) birthday
- Wedding anniversaries for 50 years + (in 5-year increments)

WHO CAN MAKE A PROCLAMATION REQUEST?

Each proclamation must recognize individuals, groups or events within the City of Sunbury and County of Northumberland.

WHAT WILL PROCLAMATIONS NOT BE ISSUED FOR?

- Family or class reunions
- Events or organizations with no locally-based chapters or direct relationships to the City of Sunbury and County of Northumberland.
- Fundraising campaigns
- Campaigns or events contrary to City of Sunbury Policies
- Advertisement or commercial promotions.

WHAT INFORMATION IS NEEDED FOR A PROCLAMATION?

- Contact persons full name, address, telephone number 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?)
- **Questions?** Contact the City Mayor's office via sunbury1@ptd.net or [570.286.7820](tel:570.286.7820)