

# City and County Proclamation Process

## How to obtain a County Proclamation

- Search “(Your County) Government” on the web
- On the County’s website, find the County Judge
- Call the County Judge’s office and ask for the best way to have a proclamation issued in your county
- Share the proposed proclamation language that you develop (see sample in [toolkit](#))
- Follow the instructions provided by the County Judge’s office
- Be prepared to have your wording changed or shortened
- Determine the date when the proclamation will be issued
- Ask if someone will be able to make a brief statement at the proclamation signing
- If a short presentation is allowed, write a few talking points for the individual scheduled to talk
- Let people in your organization know the proclamation details
- Arrange for multiple people to attend the signing

## How to obtain a City Proclamation

These steps are similar to arranging for a County proclamation. Remember that each county has multiple cities, and even small towns have a government structure. You may have an opportunity for many city proclamations to be issued.

- Search “Name of City” Government on the web
- On the City’s website, find the City Manager
- Call the City Manager’s office and ask for the best way to have proclamation issued
- Share the proposed proclamation language that you develop (see sample in [toolkit](#))
- Follow the instructions provided by the County Judge’s office
- Be prepared to have your wording changed or shortened
- Determine the date when the proclamation will be issued
- Ask if someone will be able to make a brief statement at the proclamation signing
- If a short presentation is allowed, write a few talking points for the individual scheduled to talk
- Let people in your organization know the proclamation details
- Arrange for multiple people to attend the signing