



## Proclamation Request

### What is a proclamation?

Proclamations are issued by the Office of the Mayor to provide an opportunity for the Mayor and City of Texarkana, Texas, to recognize exceptional events, groups or people. The goal of a proclamation is to celebrate the extraordinary achievements of city residents of Texarkana, Texas, and to increase public awareness of issues with the hope of improving the well-being of citizens of Texarkana, Texas.

### Proclamation Material

- A Proclamation can recognize an event for a day, a week, a month or a year.
- Requests should be submitted three weeks prior to the date of the event.
- Any draft language may be edited or revised without notice at the discretion of the Mayor’s Office.
- If the proclamation is to be a joint proclamation between Texarkana, Texas and Texarkana, Arkansas, please check here.
- As proclamations are within the discretion of the Mayor, some requests may not be granted.

A completed proclamation request form can be mailed, emailed or dropped off to:

Jennifer Evans, TRMC, City Secretary  
City Hall  
220 Texas Blvd  
Texarkana, TX 75501  
Email to [j.evans@txkusa.org](mailto:j.evans@txkusa.org)

### Proclamation Information

The requested information below is needed to process your proclamation request. Required fields are marked by an asterisk (\*).

\*Name \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

\*Phone (day) \_\_\_\_\_

\*Phone (evening/cell) \_\_\_\_\_

Address \_\_\_\_\_

\*Email Address \_\_\_\_\_

Unless advised otherwise, all contact regarding this request will be with the person listed above.

\*Title of Proclamation \_\_\_\_\_

\*Date(s) of Proclamation \_\_\_\_\_

**\*Purpose of Proclamation** – The requestor is responsible for providing all of the content, language and information needed as the proclamation is designed to capture your intent. The information should consist of specific data such as, detailed background information and purpose of the proclamation. The draft information submitted must be in the form of “Whereas” statements. **(\*Please see guidelines and examples of proclamations attached.)** The information will be formatted to fit on a one-page 8.5” X 14” document. Information may be edited for formatting purposes. Failure to provide “Whereas” information may result in the delay of processing the proclamation or denial of preparing the proclamation.

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Please select a preferred option for receiving:

           **Presentation at Council Meeting – Please provide date**                                  **Alternate date**                                 

(Council meetings are routinely held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month at 6:00 p.m.  
Proclamations are normally presented in the earlier part of the meeting).

           **Presentation in person by the Mayor or designee. Please provide date, time & location of event.**

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           **Pick-up at City Hall, 220 Texas Blvd, Texarkana, Texas.**

The Mayor’s Office will try to honor your request for a presentation at a City Council meeting or a presentation in person, but certain dates may not be available due to length of agenda, availability in the Mayor’s schedule or other prior commitments or reasons of the Mayor and/or designee. The Mayor’s Office will contact you regarding coordination of the presentation.

**Other Recognition**

Other forms of recognition from the Mayor’s Office can be requested such as: special greetings, welcome speeches, certificates of recognition, etc. These recognitions shall be used to honor special events or individuals within the City of Texarkana, Texas. These may include special conventions, community celebrations, welcome activities, award ceremonies, graduations and other like events. The Mayor’s Office asks that requests for other recognitions be submitted two weeks prior to the due date for consideration. Thank you. (112717)

## Guidelines and Examples

Write concisely and specifically. While your proclamation shouldn't be wordy, it also shouldn't be too short, as part of the purpose of a proclamation is to entice others to join you in your cause.

Compose "Whereas" statements declaring why you are making the proclamation. The first several sections of your proclamation should begin with the word "Whereas." These statements should make it clear why you are making the proclamation. For example, if you are proclaiming a certain day such as "Say No to Drugs" day, one of your statements could be "Whereas, drugs are an ever-growing problem in our society that is claiming the lives of more and more young people; and"; then continue the proclamation with similar statements.

Conclude with a "Therefore" statement in which you make the actual proclamation itself. Clearly state what you are proclaiming in this section, using the word "proclaim" to make your point clear. For example, you could say, "Therefore, the Texarkana City Council proclaims January 1, 2061 as 'Say No to Drugs' day."

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| <p><i>A Texarkana, Texas Proclamation</i></p> <p><i>Kids to Parks Day</i></p> <p><b>WHEREAS</b>, May 16, 2015 is the fifth <i>Kids to Parks Day</i> organized and launched by the National Park Trust; and</p> <p><b>WHEREAS</b>, <i>Kids to Parks Day</i> empowers kids and encourages families to get outdoors and visit America's parks; and</p> <p><b>WHEREAS</b>, it is important to introduce a new generation to our nation's parks because of the decline in park attendance over the last decades; and</p> <p><b>WHEREAS</b>, we should encourage children to lead a more active lifestyle to combat the issues of childhood obesity, diabetes mellitus, hypertension and hypercholesterolemia; and</p> <p><b>WHEREAS</b>, <i>Kids to Parks Day</i> will broaden children's appreciation for nature and the outdoors.</p> <p><b>NOW THEREFORE</b>, I, Bob Bruggeman, Mayor of Texarkana, Texas, do hereby proclaim to participate in</p> <p><b>"Kids to Parks Day"</b></p> <p>I urge residents of Texarkana to make time on <u>May 16, 2015</u> to take the children in their lives to a neighborhood, state, or national park.</p> <p>_____<br/>Bob Bruggeman, Mayor</p> <p>Attest:</p> <p>_____<br/>Jennifer Evans, City Secretary</p> | <p><b>PROCLAMATION</b></p> <p><b>Whereas</b>, each year, Texarkana, Texas Underground Utility infrastructure is jeopardized by unintentional damage due to failure to call 811, the national call number to have underground lines located prior to digging; and</p> <p><b>Whereas</b>, undesired consequences such as service interruption, damage to the environment, personal injury and even death as the potential results; and</p> <p><b>Whereas</b>, the Damage Prevention Alliance serves the citizens of Texarkana at no cost to taxpayers, spreading the message that <b>safe digging</b> is a shared responsibility and encourages Texarkana residents to always call 811 before digging; and</p> <p><b>Whereas</b>, making a simple call to 811 in advance of any digging project, waiting the required amount of time, respecting the marked lines by maintaining visual definition throughout the course of the excavation and digging with care around the marks will save time and money.</p> <p><b>NOW, THEREFORE</b>, I, Bob Bruggeman, Mayor of the City of Texarkana, Texas, do hereby proclaim April 2015</p> <p><b>"Safe Digging Month"</b></p> <p>and encourage excavators throughout Bowie County to always call 811 before digging. Safe excavation is no accident!</p> <p><b>IN WITNESS WHEREOF</b>, I have hereunto set my hand and have caused the Official Seal of the City of Texarkana, Texas to be affixed this 23rd day of March, 2015.</p> <p>_____<br/><i>Bob Bruggeman, Mayor</i></p> <p>ATTEST:</p> <p>_____<br/><i>Jennifer Evans, City Secretary</i></p> | <p><b>A Texarkana Joint Proclamation</b></p> <p><i>In Honor of Our Volunteers</i></p> <p><i>Texarkana, Texas and Texarkana, Arkansas</i></p> <p>April 30, 2015</p> <p><b>WHEREAS</b>, the heart and strength of any community in America can largely be determined by examining the numbers and depth of commitment of its volunteers; and</p> <p><b>WHEREAS</b>, the many non-profit organizations of greater Texarkana, USA, cannot operate without the countless volunteers throughout our community who serve and lend their assistance in such a generous manner; and</p> <p><b>WHEREAS</b>, we salute and thank the many, many volunteers who are being recognized tonight.</p> <p><b>NOW, THEREFORE</b>, we, Bob Bruggeman, Mayor of Texarkana, Texas, and Ruth Penney Bell, Mayor of Texarkana, Arkansas, do hereby proclaim today April 30, 2015, as</p> <p><b>"VOLUNTEER RECOGNITION AND APPRECIATION DAY"</b></p> <p>and extend a great, big "THANK YOU!" to all who give so freely and effectively of their time and talents and thereby make our cities and this region a much better place for all.</p> <p>Bob Bruggeman, Mayor<br/>Ruth Penney Bell, Mayor</p> <p>Attest:</p> <p>Jennifer Evans, City Secretary<br/>Heather Soyars, City Clerk</p> |
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