



CITY OF WINTER PARK

401 South Park Avenue

Winter Park, Florida

32789-4386

## Guidelines for City Proclamations

Requests for City of Winter Park proclamations must be submitted via email to the Communications Department for review and preparation at least three weeks prior to date needed.

Each request must include six to eight "whereas" statements outlining the significance of the recognition. The city has the right to grammatically edit these statements, if necessary.

Contact information, including mailing address, email and phone numbers, must be provided.

Proclamations may be presented at City Commission meetings, at special events or mailed to the entity, depending on timing, schedules and availability.

The city has the right to deny any proclamation request that does not meet the following standards.

### City of Winter Park Proclamations:

#### Must

- support the city's vision
- be related to or in support of a Winter Park entity, service, organization, initiative, citizen, business or club
- be presented in English

#### May

- create public awareness
- recognize an organizational milestone or anniversary
- recognize a resident's milestone birthday (100 years)
- recognize national occasion
- encourage fundraising for charitable initiatives
- support arts and cultural celebrations
- acknowledge special honors relating to Winter Park citizens/employees
- recognize individuals/organizations that have made significant contributions to the city

#### May not

- relate to political or campaign matters
- address personal convictions
- promote commercial purposes
- promote ideological or religious beliefs
- promote events or organizations with no direct relationship to the city