



CITY OF WINTER PARK

401 South Park Avenue

Winter Park, Florida

32789-4386

cityofwinterpark.org

Guidelines for City Proclamations

Requests for City of Winter Park proclamations must be submitted via email to the Communications Department (communications@cityofwinterpark.org) 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 are only valid for the specified date(s) declared in the original document. If desired, proclamation requests for future dates honoring the original occasion must be re-submitted for reconsideration.
- 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/organizations with no direct relationship to the city