



Brad Little
GOVERNOR

Submitting Your Request
E-MAIL to proclamations@gov.idaho.gov
FAX to (208) 334-3454
MAIL TO:
Office of the Governor
P.O. Box 83720
Boise, ID 83720

PROCLAMATION REQUEST FORM

Today's date:

Sole point of contact:

Phone number:

E-mail address:

Mailing address to send proclamation:

PROCLAMATION DETAILS

Organization or individual requesting:

Name of Proclamation (i.e. *Energy Awareness Month* or *Human Rights Day*)

Date(s) to be proclaimed:

Purpose of proclamation:

****A COMPLETE DRAFT of the proposed proclamation needs to accompany this proclamation request form in order for it to be considered and processed. Be sure to check the Proclamation Policy for guidelines.**

Signing ceremony requested (circle one)? Yes No

If yes, please complete a scheduling request form and submit to the Governor's Office along with this form. Scheduling requests can be submitted at <https://gov.idaho.gov/contact-us/scheduling-request-form/>. Signing ceremonies are granted on a limited basis. In most cases, the proclamation will be mailed to the sole point of contact or it may be picked up in the Governor's Office.

Proclamation Policy:

- 1. Proclamations are limited to non-commercial, non-profit efforts, which have definite local activities in Idaho. In other words, national organizations, groups, or activities that desire a proclamation must have an in-state sponsor to be considered by the Governor's Office.**
- Your request must be submitted three (3) weeks prior to the date you wish to receive the document.*
- Recurring requests must be filed yearly. Proclamations do not have a standing order.*
- If you feel the media may have an interest in your proclamation, it is your responsibility to contact media outlets.*
- A proclamation does not indicate or imply the Governor's support for any given issue or project.*
- Not all requests for proclamations can be issued due to the volume and nature of the requests.*
- No proclamation or portion of a proclamation may be used as part of a paid advertisement without written permission from the Governor's Office.*
- The Governor reserves the right to deny, without comment, any proclamation request received by his office.*