

# Spalding County Proclamation Guidelines

Return to: County Clerk's Office, P.O. Box 1087, Griffin, Georgia 30224      Facsimile: 770-467-4227



## **Proclamations are ceremonial documents signed by the Chairman and issued for:**

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special community recognition and honors

## **Proclamations will not be issued for:**

- Matters of political controversy, ideological or religious beliefs.
- Events or organizations with no plausible relationship to Spalding County.

## **Who can make a proclamation request:**

- Requests must be made by a Spalding County resident or others as approved.

## **Proclamation process:**

- Proper submission for all requests must include:
  - Proclamation Application form (attached)
  - The required date for the requested proclamation
  - Delivery method-if it will be picked up or mailed
- Proclamation requests should be received by County staff no less than 30 days in advance of the required date with drafted wording for the proclamation. Please note the proclamation must fit on a single legal size page.
- The request may be made via paper or email by emailing to: [wwilson@spaldingcounty.com](mailto:wwilson@spaldingcounty.com) or [kgibson@spaldingcounty.com](mailto:kgibson@spaldingcounty.com)
- Receiving the application in electronic form will help expedite the process, especially for new proclamation requests. Otherwise, written request may be submitted to:

**County Clerk  
Spalding County  
P.O. Box 1087  
Griffin, Georgia 30224**

For more information and/or questions, please call (770) 467-4280.

**\*Spalding County reserves the right to approve or decline a proclamation request and to edit any drafted material.**

# Spalding County Proclamation Application Form

Return to: County Clerk's Office, P.O. Box 1087, Griffin, Georgia 30224 Facsimile: 770-467-4227



<b>ORGANIZATION NAME:</b>
<b>ORGANIZATION WEBSITE ADDRESS:</b>
<b>EVENT TITLE:</b>
<b>EVENT DATE, TIME &amp; LOCATION</b>

## CONTACT INFORMATION:

APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE	FACSIMILE	EMAIL
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## PRIMARY CONTACT (if different from applicant):

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

TELEPHONE	FACSIMILE	EMAIL
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## PRESENTATION INFORMATION (check one) :

- Planned Event - If checked, are you requesting a joint Proclamation?  yes  no
- Commissioners Meeting
- Other Location, (Pls provide address, time of event: \_\_\_\_\_)
- Schedule Pickup
- Mail

Please attach a brochure about your organization along with other official literature describing your organization and its primary focus.

## FACTS TO BE CONSIDERED FOR USE IN PROCLAMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*The County Clerk's Office reserves the right to use submitted facts as deemed appropriate and may request additional information when necessary. Information for the requested proclamation should be attached by the applicant.