

GUIDELINES FOR PROCLAMATIONS

Proclamations are provided by the Mayor's office as a courtesy to residents of Overland Park or the Kansas City metropolitan area. These public service documents are strictly honorary and are not legally binding. All proclamations will be reviewed on a case-by-case basis. The Mayor's office reserves the right to decline any request for a proclamation or to make exception to the following guidelines.

Proclamations recognize and are issued only for a specific day, week, or month.

Proclamations are issued for nonprofit organizations with citywide, regional or statewide interest. Proclamations will not be issued to endorse or promote a private, for-profit business that competes with similar for-profit businesses, or to endorse or promote a partisan political position or candidate.

Requesters are encouraged to submit a proclamation request in writing 4-6 weeks in advance of the requested date. The request should be accompanied by a draft of the proclamation. Any draft proclamation language submitted may be edited or rewritten at the discretion of the Mayor's office.

Requests may be emailed to the Mayor's executive assistant or mailed to Office of the Mayor, City of Overland Park, 8500 Santa Fe Drive, Overland Park, KS 66212. Please include all contact information, including a mailing address and telephone number.