



CITY OF CEDAR PARK PROCLAMATION POLICY

Policy

The City of Cedar Park will issue a proclamation at no charge to citizens who wish to recognize individuals for their outstanding achievements in the community, nonprofit organizations, special events or days that are exemplary or special.

Proclamations *are not* issued for commercial purposes, such as the opening of a new business, a new service, a new product or a new professional service. This also includes business anniversaries that are less than 100 years.

In addition, proclamations *are not* issued for deceased persons, retirements, birthdays, weddings, or family reunions.

Groups or citizens seeking proclamations year after year *must provide new* information for the proclamation. Individuals who request the same proclamation year after year with only date changes will *not* be issued new proclamations.

Procedure

A request for a proclamation must be made in writing to the City Secretary's Office at least 2 weeks prior to the date that will be proclaimed or the date the document will be presented. Each request must be accompanied by the name and telephone number of a person who can answer additional questions about the proposed proclamation.

Individuals or groups seeking a proclamation must accompany the request with:

1. Facts about the subject matter – enough information to make 4 points.
2. Specific title of what will be proclaimed
3. Date of the proclamation and date to be presented

The Mayor of Cedar Park will make the final decision on whether a proclamation is issued or not. No proclamations are issued to non-residents or for a non-Cedar Park event unless specifically approved by the Mayor of Cedar Park.

All proclamations must be picked up at the City Secretary's Office unless prior arrangements are made.

The original proclamation will be presented to the citizen who requested it at no cost. A \$20 administrative fee will be charged for each additional copy of the proclamation that is requested.

Any proclamation to be presented to a city board, commission, or department must be approved in advance.