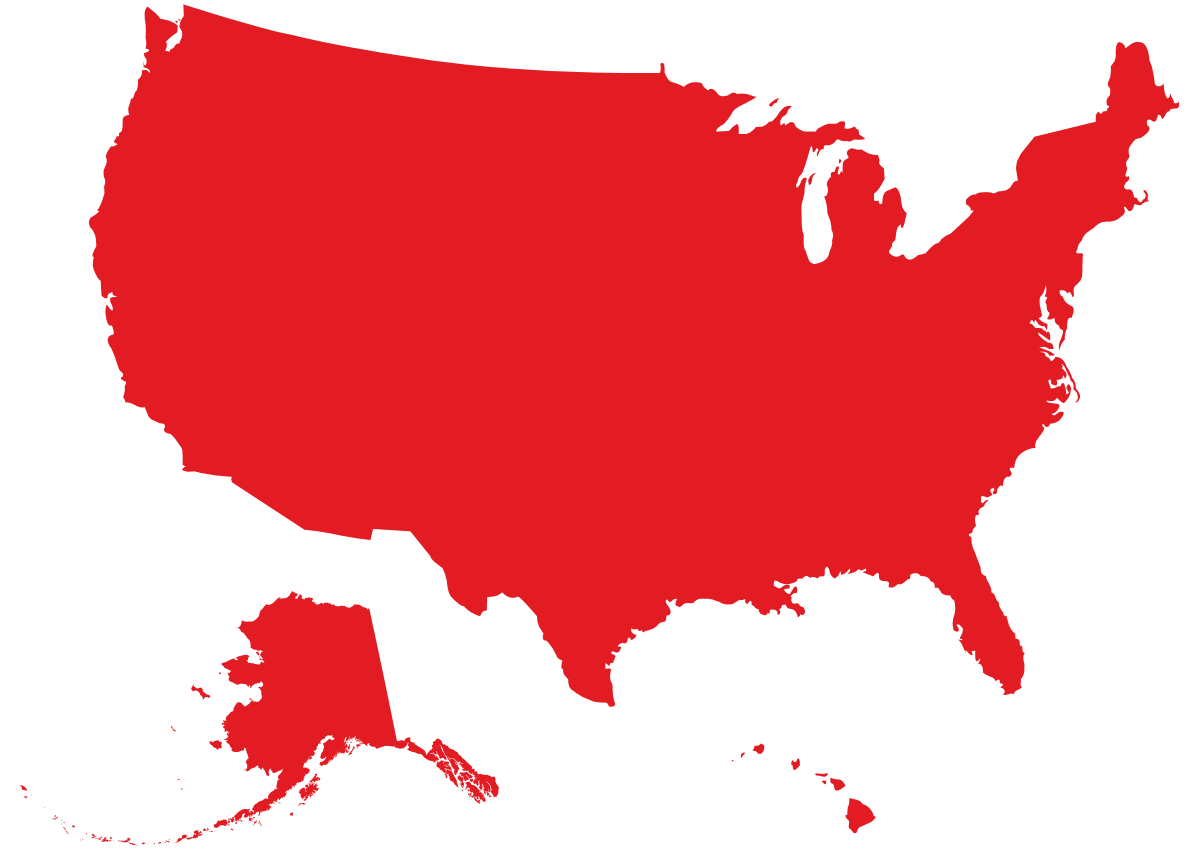


BUILD YOUR FUTURE:

State Proclamation Guidelines



Please Note:

All proclamations must be requested by a resident of the state in question. Requests by non-residents are often denied. Proclamation requests must include proposed text, including four to six “Whereas” clauses. This will ensure the quick processing of your application. Be sure to include a contact person’s first and last name, telephone number, address and the date by which you need your proclamation. as well as any background information about the event being announced.

For sample language, use Build Your Future’s sample proclamation located on byf.org/resources.



BUILD YOUR FUTURE: State Proclamation Guide

State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Alabama	Robert Bentley	Submit electronic proclamation request form	Please submit form no later than 30 days prior to date needed.	http://governor.alabama.gov/contact/	State Capitol 600 Dexter Avenue Montgomery, Alabama 36130	http://governor.alabama.gov/	Phone (334) 242-7100	Yes
Alaska	Bill Walker	Submit all proclamation requests email or U.S. mail	Please allow a minimum of 4-6 weeks advance notice	http://gov.alaska.gov/Walker/contact/constituent-relations/proclamations.html	Office of the Governor Attention: Office of Constituent Relations P.O. Box 110001 Juneau, AK 99811	http://gov.alaska.gov/	Phone: (907) 465-3500	Yes
Arizona	Doug Ducey	Submit electronic proclamation request form	Please submit 6 weeks in advance of intended delivery date	http://azgovernor.gov/governor/form/proclamation-request	The Honorable Doug Ducey Arizona Governor Executive Tower 1700 West Washington Street Phoenix, AZ 85007	http://azgovernor.gov/	Phone: (602) 542-4331	Yes
Arkansas	Asa Hutchinson	Proclamation requests are accepted via electronic proclamation request form, e-mail, fax, or U.S mail	Please submit at least 30 days prior to the date needed	http://governor.arkansas.gov/proclamation-request-form	Governor Asa Hutchinson State Capitol 500 Woodlane Street, Suite 250 Little Rock, AR 72201	http://governor.arkansas.gov/	Phone: (501) 682-3623.	Yes
California	Edmund Brown (a.k.a - Jerry Brown)	Proclamations may be sent via email, fax or U.S. mail	All requests must be submitted no later than 30 days prior to your requested deadline or event date, whichever comes first.	https://govnews.ca.gov/gov39mail/mail.php	Governor Jerry Brown c/o State Capitol, Suite 1173 Sacramento, CA 95814	https://govnews.ca.gov/gov39mail/mail.php	Phone: (916) 445-2841	Yes
Colorado	John Hickenlooper	Submit electronic proclamation request form	4-6 weeks notice	http://www.colorado.gov/govhd/ir/requests/proclamation.html	John W Hickenlooper, Governor 136 State Capitol Denver, CO 80203-1792	http://www.colorado.gov/cs/Satellite/GovHickenlooper/CBON/1249674240538	Phone: (303) 866-2471	Yes
Delaware	Jack Markell	Send written request to Chip Riddleberger via email	Please allow 2 weeks for your request to be processed.	http://smu.governor.delaware.gov/cgi-bin/mail.php?recognition	Office of the Governor - Dover 150 Martin Luther King Junior Boulevard, Dover, DE 19901	http://governor.delaware.gov/	Phone: (302) 744-4101	Yes
Florida	Rick Scott	Submit electronic proclamation request form	Please allow 4 – 6 weeks for the completion of the request and mailing.	http://www.flgov.com/request-a-proclamation/	Office of Governor Rick Scott State of Florida The Capitol 400 S. Monroe St. Tallahassee, FL 32399-0001	http://www.flgov.com	Phone: (850) 488-7146	Yes
Georgia	Nathan Deal	Send completed paper proclamation form and include proclamation draft via fax or U.S. mail	Please submit at least 45 days prior to the date needed	http://gov.georgia.gov/ceremonial-document-request-forms	Office of the Governor 206 Washington Street 111 State Capitol Atlanta, Georgia 30334	http://gov.georgia.gov/	Phone: (404) 656-1776	Yes
Hawaii	David Ige	Submit electronic proclamation request form	Minimum of 4 weeks prior to intended date	http://governor.hawaii.gov/forms/request-a-proclamation/	The Honorable David Y. Ige Governor, State of Hawaii Executive Chambers, State Capitol Honolulu, Hawaii 96813	http://governor.hawaii.gov/	Phone: (808) 586-2211	Yes

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Idaho	Butch Otter	Send completed proclamation form and complete proclamation draft via mail	At least 3 weeks prior to event	http://gov.idaho.gov/mediacenter/proc/index.html	Office of the Governor P.O. Box 83720 Boise, ID 83720	http://gov.idaho.gov/index.html	Phone: (208) 334-2100	Yes
Illinois	Bruce Rauner	Submit a contact form via the governor's website and specify that you are making a "request for proclamation" in the field labeled "citizen request"	Requests are filled as they come so the earlier they are submitted the better	http://www2.illinois.gov/gov/Pages/ContacttheGovernor.aspx	Office of the Governor 207 State House Springfield, IL 62706	http://www2.illinois.gov/gov/Pages/default.aspx	Phone: (217) 782-0244	Yes
Indiana	Mike Pence	Submit electronic proclamation request form	Submit forms electronically 6-8 weeks prior to requested delivery date	http://www.in.gov/gov/2361.htm	200 W. Washington St., Rm. 206, Indianapolis	http://www.in.gov/gov	Phone: (317) 233-0800	Yes
Iowa	Terry Branstad	All requests must be submitted via the web form. Requests submitted via e-mail, mail, fax, or in-person will not be accepted.	Submit form electronically 6 weeks prior to requested delivery date	https://governor.iowa.gov/constituent-services/proclamation-request	Office of the Governor State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319	https://governor.iowa.gov/	Phone: (515) 281-5211	Yes
Kansas	Sam Brownback	Submit electronic proclamation request form, fax or submit via U.S. mail	Submit request 6-8 weeks prior to requested delivery date	https://governor.ks.gov/serving-kansans/constituent-services/proclamation-guidelines/proclamation-request	Office of the Governor, Capitol, 300 SW 10th Ave., Ste. 241S; Topeka, KS 66612-1590	https://governor.ks.gov/home	Phone: (785) 368-8500	Yes
Kentucky	Steve Beshear	Electronic Form Submission or mail to the governor's office	Submit request 6-8 weeks prior to requested delivery date	http://governor.ky.gov/Lists/Proclamations/form.aspx	700 Capitol Avenue, Suite 100 Frankfort, Kentucky 40601	http://governor.ky.gov/Pages/default.aspx	Phone: (502) 564-2611	Yes
Louisiana	Bobby Jindal	Submit electronic proclamation request form, or via U.S. mail	Must be submitted 45 days in advance	http://www.managekeelson.com/websites/la2.gov/index.cfm?md=form&tmp=home&cfmid=299	PO Box 94004 Baton Rouge, LA 70804-9004	http://gov.louisiana.gov/	Phone: (225) 342-0991	Yes
Maine	Paul Lepage	Electronic Form Submission or mail to the governor's office	Must be submitted 45 days in advance	http://www.maine.gov/governor/lepage/citizen_services/proclamation_request_form.shtml	Office of the Governor #1 State House Station Augusta, ME 04333-0001	http://www.maine.gov/governor/lepage/index.shtml	Phone: (207) 287-3533	Yes
Maryland	Larry Hogan	Submit electronic proclamation request form	Submit requests at least 8 weeks prior to requested delivery date	http://www.governor.maryland.gov/mail	100 State Circle Annapolis, Maryland 21401-1925	http://www.governor.maryland.gov/index.asp	Phone: (410) 974-3901	Yes
Massachusetts	Charlie Baker	Email constituent.services@state.ma.us , fax or mail	Submit requests at least 20 business days before the event.	http://www.mass.gov/governor/constituent-services/recognition/	Governor Charlie Baker, State House, Boston, MA 02133	http://www.mass.gov/governor/	Phone: (617) 725-4005	Yes

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Michigan	Rick Snyder	Please send detailed email request	Submit request at least 4 weeks prior to requested delivery date	n/a	Governor Rick Snyder P.O. Box 30013 Lansing, Michigan 48909	http://www.michigan.gov/snyder	Phone: (517) 335-7858	Yes
Minnesota	Mark Dayton	The preferred form of submission is via e-mail but requestors may also mail or hand deliver the necessary documents	Submit at least 20 calendar days in advance of the date it is needed	http://mn.gov/governor/resources/proclamations/	Office of the Governor & Lt Governor 116 Veterans Service Building 20 W 12th Street St. Paul, MN 55155	http://mn.gov/governor/	Phone: (651) 201-3432	Yes
Mississippi	Phil Bryant	To submit an application for a proclamation, contact Debbie Carney (see email column)	4-6 weeks notice	http://www.governorbryant.com/requests/proclamation-request/	To submit an application for a proclamation, contact Debbie Carney at debbie.carney@governor.ms.gov	http://www.governorbryant.com	Phone: (601) 576-2028	Yes
Missouri	Jay Nixon	Submit electronic proclamation request form	Minimum of 4 weeks prior to intended delivery date	http://governor.mo.gov/proclamations/	Office of Governor Jay Nixon P.O. Box 720 Jefferson City, MO 65102	http://governor.mo.gov/	Phone: (573) 751-3222	Yes
Montana	Steve Bullock	The governor's office does not issue proclamations, rather they issue "Letters of Support" via email or by U.S. mail.	Please submit requests at least 2 weeks in advance	n/a	Office of the Governor P.O. Box 200801 Helena, MT 59620-0801	http://governor.mt.gov	Phone: (406) 444-3111	Yes
Nebraska	Pete Ricketts	Submit electronic proclamation request form	Minimum of 3 weeks prior to intended delivery date	http://www.governor.nebraska.gov/proclamations/	Office of the Governor P.O. Box 94848 Lincoln, NE 68509-4848	http://www.governor.nebraska.gov	Phone (402) 471-2256	Yes
Nevada	Brian Sandoval	Proclamation requests must be made in writing and can be submitted by a state resident via e-mail, fax, or mail.	Submit request at least 4 weeks prior to requested delivery date	http://gov.nv.gov/contact/proclamation/	State Capitol Building 101 N. Carson Street Carson City, NV 89701	http://gov.nv.gov/	Phone: (775) 684-5670	Yes
New Hampshire	Maggie Hassan	Submit requests in writing via U.S. mail or email	Submit request at least 2 weeks prior to requested delivery date	http://governor.nh.gov/citizen/index.htm	Office of the Governor State House 107 North Main Street Concord, NH 03301	http://governor.nh.gov/	Phone: (603) 271-2121	Yes
New Jersey	Chris Christie	Submit electronic proclamation request form	Submit request 6-8 weeks prior to requested delivery date	http://nj.gov/cgi-bin/governor/govmail/govmail_1c_new.pl	Office of the Governor PO Box 001 Trenton, NJ 08625	http://nj.gov/governor/	Phone: (609) 292-6000	Yes
New Mexico	Susana Martinez	Submit electronic proclamation request form	Submit request at least 6 months prior to requested delivery date	http://www.governor.state.nm.us/Proclamations_1.aspx	Office of the Governor 490 Old Santa Fe Trail Room 400 Santa Fe, NM 87501	http://www.governor.state.nm.us/	Phone: (505) 476-2200	Yes

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
New York	Andrew Cuomo	Submit requests in writing via U.S. mail or fax	Submit request at least 4 weeks prior to requested delivery date	n/a	The Honorable Andrew M. Cuomo Governor of New York State NYS State Capitol Building Albany, NY 12224 (Attention: Proclamations)	http://www.governor.ny.gov/	Phone: (518) 474-8390	Yes
North Carolina	Pat McCrory	Submit electronic proclamation request form	Submit request 4-6 weeks prior to requested delivery date	http://www.governor.state.nc.us/contact/recognition-request/request-certificate-award-proclamation-or-note-please-note-all-requests	Office of the Governor 20301 Mail Service Center Raleigh, NC 27699-0301	http://www.governor.state.nc.us/	Phone: (919) 814-2000	Yes
North Dakota	Jack Dalrymple	Email detailed request and attach sample language	Submit request 6-8 weeks prior to requested delivery date	n/a	Office of Governor State of North Dakota 600 East Boulevard Avenue Bismarck, ND 58505-0100	http://governor.nd.gov	Phone: (701) 328-2200	Yes
Ohio	John Kasich	Email detailed request and attach sample language	Submit request at least 4 weeks prior to requested delivery date.	n/a	Governor John Kasich Riffe Center, 30th Floor 77 South High Street Columbus, OH 43215-6117	http://www.governor.ohio.gov	Phone: (614) 466-3555	Yes
Oklahoma	Mary Fallin	Submit electronic proclamation request form	Submit request at least 4 weeks prior to requested delivery date	https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=06f2c591e968592fd1c77e83874080933b60eb19edcdc602986eae9c12d826cb	Oklahoma State Capitol 2300 N. Lincoln Blvd., Room 212 Oklahoma City, OK 73105	http://www.ok.gov/governor/	Phone: (405) 521-2342	Yes
Oregon	Kate Brown	Please send the filled out proclamation template via e-mail to: proclamations@state.or.us .	Submit request at least 4 weeks prior to requested delivery date	http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	Office of the Governor 160 State Capitol 900 Court Street Salem, OR 97301-4047	http://www.oregon.gov/gov/	Phone: (503) 378-4582	Yes
Pennsylvania	Tom Wolf	Please send detailed email request	Submit request 6-8 weeks prior to requested delivery date	n/a		http://www.governor.state.pa.us	Phone: (717) 787-2500	Yes
Rhode Island	Gina Raimondo	Please send requests via e-mail or fax	Submit request at least 45 days prior to requested delivery date	n/a	Office of the Governor 82 Smith Street Providence, RI 02903	http://www.governor.ri.gov/	Phone: (401) 222-2080	Yes
South Carolina	Nikki Haley	All proclamation requests must be submitted in writing via e-mail, mail, or fax.	Please submit your request 30 days in advance.	http://www.governor.sc.gov/ExecutiveOffice/Pages/Proclamations.aspx	The Honorable Nikki R. Haley Office of the Governor 1205 Pendleton Street Columbia, SC 29201	http://governor.sc.gov	Phone: (803) 734-2100	Yes
South Dakota	Dennis Daugaard	Email detailed request and attach sample language	Please submit your request 3 weeks in advance.	govproclamation@state.sd.us	Office of the Governor 500 E Capitol Ave Pierre, SD 57501	http://sd.gov/governor/	Phone: (605) 773-3212	Yes

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State	Governor	Preferred Process	Required Notice	Electronic Request	Mailing Address	Website	Telephone	Include Sample Language
Tennessee	Bill Haslam	Submit electronic proclamation request form	Please submit your request 21 days in advance.	http://www.tn.gov/governor/proclamation.shtml	The Governor's Office of Constituent Services Ground Floor, State Capitol Nashville, TN 37243	http://www.tn.gov/governor/	Phone: (615) 741-6692	Yes
Texas	Greg Abbott	Submit a written request via online contact page, fax or U.S. mail	Please submit your request 3 weeks in advance.	http://governor.state.tx.us/contact/	Office of the Governor P.O. Box 12428 Austin, Texas 78711-2428	http://governor.state.tx.us	Phone: (512) 463-2000	Yes
Utah	Gary Herbert	n/a	n/a	http://www.utah.gov/governor/declarations/	Utah State Capitol Complex 350 North State Street, Suite 200 PO Box 142220 Salt Lake City, Utah 84114-2220	http://www.utah.gov/governor/	Phone : (801) 538-1000	Yes
Vermont	Peter Shumlin	Submit electronic proclamation request form	Please submit your request 4-6 weeks in advance.	http://governor.vermont.gov/contact-us/proclamation	Executive Office of Governor Peter Shumlin 109 State Street, Pavilion Montpelier, VT 05609	http://governor.vermont.gov	Phone: (802) 828-3333	Yes
Virginia	Terry McAuliffe	Submit written request via electronic form, fax, email or U.S. mail	Please submit your request at least 45 days in advance.	https://governor.virginia.gov/constituent-services/make-a-request/proclamations/proclamation-request/	P.O. Box 1475 Richmond, VA 23218 804-786-2211	http://www.governor.virginia.gov	Phone: (804) 786-2211	Yes
Washington	Jay Inslee		Please submit your request at least 30 days in advance.	https://fortress.wa.gov/es/governor/contact/proclamation	Governor Jay Inslee Office of the Governor PO Box 40002 Olympia, WA 98504-0002	http://www.governor.wa.gov/office-governor	Phone: (360) 902-4111	Yes
West Virginia	Earl Ray Tomblin	Submit written request via electronic form, or fax, email or mail the printable request form.	Please submit your request at least 30 days in advance.	http://www.governor.wv.gov/office-governor/official-actions/proclamations	State Capitol Complex Governor's Office 1900 Kanawha Blvd., E., Charleston, WV 25305	http://www.governor.wv.gov	Phone: (304) 558-2000	Yes
Wisconsin	Scott Walker	Please send detailed email request	Requests will not be accepted more than 6 months in advance and will not be issued more than 3 months in advance	http://www.wisgov.state.wi.us/contact/proclamations-department	Office of Governor Scott Walker 115 East Capitol Madison, WI 53702	http://www.wisgov.state.wi.us	Phone: (608) 266-1212	Yes
Wyoming	Matt Mead	Requests can be mailed, e-mailed, faxed or hand-delivered	Submit request at least 2-4 weeks prior to requested delivery date	http://governor.wyo.gov/wp-content/uploads/2015/01/Proclamation-Policy.pdf	State Capitol 200 West 24th Street Cheyenne, WY 82002-0010	http://governor.wyo.gov/	Phone: (307) 777-7434	Yes