



October 14, 2022

Proclamations issued by the Mayor of Wichita.

The Mayor issues proclamations as a courtesy to the residents of Wichita. The purpose of a proclamation is to increase awareness of an important issue, to celebrate an annual event or to honor a group's accomplishments. The proclamation is not legally binding and is only honorary in nature. Each proclamation is reviewed and approved by the Mayor and City Council by quorum. The Mayor and City Council have the right to decline any request and the same right to make exceptions to the following:

General Guidelines

- Proclamations typically recognize a day, week or month and are issued no more than annually.
- Proclamations must have a local tie to the city of Wichita.
- A proclamation issued by the Mayor and City Council office does not mean the Mayor or City Council endorses the group or project.
- If the proclamation is to be used in an advertisement or promotion it must receive approval by the City of Wichita Communications Department.
- Proclamations will not be issued to honor an individual.
- The request for proclamation must originate from a citizen of Wichita.
- A draft proclamation may be edited or rewritten at the discretion of the Mayor and City Council Office.

Requesting a Proclamation

- Request for proclamation should be made at least 4 to 6 weeks prior to the date requested and not less than 2 weeks or it could be declined.
- Each request must be made by completing a proclamation request form.
- A proclamation request form must include a draft of the proclamation requested.

Receiving a Proclamation

- One to three official copies of a proclamation may be issued per request.
- Proclamations may be presented at a City Council Meeting if there is a meeting time which coincides with the proclamation.
- Proclamations may be presented at an event by a City Official if their schedule allows.
- Proclamations may be mailed or picked up in the City Council Office.

*For more information please contact the City Council Office at 316-268-4331.