

# Proclamation Tips

## Requesting a Proclamation:

Getting a proclamation for Careers in Construction Month can be easy if you know how to go about it. In many areas, a mayor or governor can issue a proclamation without any action from the city council or state legislature. The following are a few tips on how to get a proclamation issued with or without legislative action.

- Call the office of your mayor or governor to determine how proclamations are issued. Call several months in advance—it may take several months to get your proclamation issued. Also have your materials ready, such as the sample proclamation on the next page. Localize relevant facts about construction and explain why Careers in Construction Month should be recognized by your city or state.
- Elicit support for your proclamation from other leaders in your city or state. Your members can directly contact their mayor, city council members, and local or state officials by writing letters or scheduling personal visits. Letters to the governor from industry leaders and associations will demonstrate statewide interest and support of the proclamation.
- Express your gratitude when a proclamation is issued. Include the governor or mayor in ceremonies that you have planned for the event. Remember to inform media about the official attention you have received, and send a letter of appreciation to the official when the month's activities are over.