



City of Gastonia Proclamation Guidelines

Proclamations are ceremonial documents signed by the Mayor and issued for:

- Public awareness
- Charitable fundraising campaigns
- Arts and cultural celebrations
- Special honors

Proclamations will not be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct relationship to the City of Gastonia
- Campaigns or events contrary to City policies

Other information:

- The recipient must have a direct relationship to Gastonia.
- The Mayor's Office reserves the right to modify or deny any proclamation request.
- An organization may request only one proclamation annually.
- More than one cause can be proclaimed simultaneously.
- An organization does not have exclusive rights to the day, week, or month of their proclamation.
- A Certificate of Recognition or Congratulatory Letter is an alternative where proclamation criteria are not met.
- Proclamations to be presented at a Council meeting are limited to three per meeting. Recipients of proclamations will be requested to limit their comments to a maximum of three minutes.

How should a proclamation request be made?

- All requests must be sponsored by the Mayor or a City Council Member.
- Requests must be made by a City of Gastonia resident or a person having a direct relationship to Gastonia.
- All requests, including draft language, must be made in writing by mail, fax, or email. If mailed or faxed please call to verify receipt by our office.
- Requests should be made at least three (3) weeks in advance of the date that the document is needed.

All questions may be directed to the Deputy City Clerk at 704.866.6720
The Proclamation Request form is available at www.cityofgastonia.com. Please complete the form in its entirety and email to citycouncil@cityofgastonia.com send via fax to 704.854.6607 or mail to:

City of Gastonia Mayor's Office
181 S. South Street
Gastonia, NC 28052