

Indian River County Proclamation Policy

The intent and purpose of this Policy is to provide uniformity throughout the process, and to make written guidelines available to interested parties. The primary reasons for issuance of a Proclamation include: (i) formal recognition in support of a particular event, program, or cause, (ii) the recognition and celebration of extraordinary achievements that directly impact the County, and (iii) the honoring or recognition of important and significant occasions that enrich society and increase public awareness of issues that will help to improve the health, safety, and welfare of the citizens of Indian River County.

All Proclamations are issued at the discretion of the Chairman of the Board of County Commission.

Guidelines

- A. Requests can be mailed, faxed, emailed or hand-delivered.
 - 1. email to recognition@indianriver.gov
 - 2. fax to 772-770-5334 (Please confirm receipt at 772-226-1490)
 - 3. mail to Board of County Commission Office, 1801 27th Street, Vero Beach, FL 32960-3388 (Please confirm receipt at 772-226-1490)
 - 4. deliver to Board of County Commission Office at 1801 27th Street, Building A, 2nd Floor, Executive Offices Wing
- B. Requests should include the following information:
 - 1. Contact Persons Name, Phone Number, Address, and E-Mail Address
 - 2. Name(s) and Title (s) of person(s) who will be accepting the Proclamation
- C. If there is a sample proclamation available for an event, or if a similar proclamation has been issued by another entity, please provide us with a sample, or provide information or proposed language to assist in preparation of the proclamation.
- D. Please let us know if the Proclamation is requested for presentation at a Board meeting, mailed to an outside party, or presented at an outside special event.
 - 1. If to be presented, please provide requested date of Presentation
 - 2. As a reminder, Agendas are finalized for production a week in advance of the Board of County Commission Meeting. In addition, you will need to allow for preparation time and time to obtain Commissioners signatures. We recommend you submit your request three weeks in advance of the proposed date of presentation.
- E. Feel free to contact the Board Office for information at 772-226-1490.

PROCLAMATION REQUEST FORM

Contact Persons Name: _____

Contact Persons Phone Number: _____

Contact Persons Address: _____

Contact Persons E-Mail Address: _____

Requested Date of Presentation: _____

Name of Organization or Event: _____

Name(s) of Person(s)
Accepting Proclamation _____

Please allow time for preparation, and to obtain Commissioners signatures on the Proclamation. We recommend you submit your request three weeks in advance of the proposed date of presentation. (Review Guideline D.2)

Please Include the Following:

Sample Proclamation, or

Proposed Language for Proclamation, or

Information to assist in preparation of Proclamation