

Proclamation Guidelines

The City of Cape Coral, through its elected officials, wishes to appropriately recognize the individuals and organizations that make Cape Coral the outstanding community it is today; and recognizes the granting of proclamations is an honor that should be bestowed upon certain individuals and organizations.

Whereas, the city council wishes to codify guidelines by which the city recognizes individuals and groups through proclamation.

The task of granting proclamations shall be delegated to the Mayor of Cape Coral. The Mayor may grant a proclamation to an individual or organization on the Mayor's own initiative or an outside request, including by a resident or councilmember. The Mayor may use criteria to determine whether a proclamation should be issued based on the merit of the individual or organization. Such merit may relate to, but not be limited to, academic or athletic accomplishment, philanthropic endeavors, valor or bravery, or exceptional service to the people of Cape Coral.

Proclamations are strictly ceremonial. These documents are not legally binding and should not be interpreted as a policy endorsement. Requests should be received four to six weeks before the requested date and may be rejected if they are not received sooner.

Guidelines

- Proclamations must hold city-wide significance or serve an educational purpose for a significant number of Cape Coral citizens
- Proclamations may recognize a day, week or month
- Proclamations for anniversaries, weddings, birthdays or retirements will not normally be issued except in extraordinary circumstances such as a 100th birthday or 75th anniversary
- Requests must be made on an annual basis. Proclamations will not be automatically renewed
- Multiple requests from the same organization may not be honored in the same calendar year
- Requests that are similar to proclamations that have already been issued may be denied

Who can make a proclamation request?

Anyone may make a proclamation request. However, proclamations must have a direct relationship to Cape Coral citizens, events, achievements, services or noteworthy causes. The decision to issue a proclamation is done completely at the discretion of the Mayor and Council staff reserves the right to deny requests for proclamations at any time.

How should a proclamation request be made?

Requests can be mailed, e-mailed, faxed or hand-delivered. Because of the large volume of requests, we cannot honor phone requests.

Mail Requests to:
Pearl Taylor
Assistant to the Mayor
1015 Cultural Park Blvd
Cape Coral, FL 33990

Email Requests to:
ptaylor@capecoral.net

Fax Requests to:
(239)574-0429

Proclamation Information

Name: _____

Phone (day): _____

Phone (evening/cell): _____

Address: _____

Email Address: _____

Unless advised otherwise, all contact regarding this request will be to the above listed person.

Title of Proclamation: _____

Date(s) of Proclamation: _____

Purpose of the Proclamation (draft language and/or background of the person, event or organization being proclaimed):

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