

How to Write a Proclamation

A **proclamation** is an official document issued by a government leader—often a mayor, governor, or president—that formally recognizes a specific day, week, or month, honors an individual or group, or raises awareness of a cause.

Key Elements of a Proclamation:

1. "Whereas" Clauses (Include 3–6 clauses for a well-balanced proclamation.)

These introductory statements provide context and background. Each clause should begin with the word **"Whereas"** and highlight relevant facts, achievements, or the importance of the event or cause being recognized.

Your "Whereas" clauses should include:

- Who or what is being recognized
- Why it is significant or noteworthy
- Local relevance or community impact
- Key dates, statistics, or milestones (if applicable)

2. Title and Dates

Choose a clear and descriptive title for the proclamation. Examples include: *"Pride Month," "Earth Week,"* or *"Red House Arts Center Day."* Then, decide on the specific date or range of dates the proclamation will cover.

Example Proclamation:

WHEREAS, in 2004, the Redhouse Arts Center was established on West Street with the mission of enriching the cultural landscape of Syracuse through dynamic theatrical programming and a commitment to artistic innovation; and

WHEREAS, in 2014, Redhouse Arts Center spearheaded the acquisition and revitalization of the long-vacant Sibley's building at 400 South Salina Street, which had remained unused since 1989; and

WHEREAS, in 2018, Redhouse Arts Center officially opened its new facility at 400 South Salina Street, becoming the anchor tenant of what is now known as City Center, and offering accessible, inclusive arts education and professional theatrical productions to the people of Syracuse; and

WHEREAS, Redhouse Arts Center has created a vibrant cultural hub in the heart of downtown Syracuse, welcoming over 25,000 patrons annually and playing a vital role in the economic revitalization of the area; and

WHEREAS, on July 15, 2025, Redhouse Arts Center illuminated the first new theatrical marquee on South Salina Street in over a century—honoring Syracuse's rich performing arts history while serving as a symbol of renewal and hope for the city's future.

You can submit this information by filling out the proclamation request form at syr.gov/proclamationrequest.