
How to Write a Proclamation

Proclamations are generally one page in length. Your proposal should make your case using "Whereas" statements supporting the case for your proclamation, each with a paragraph break following it. For example, if you are suggesting a proclamation in support of a cause, you should list facts and statistics that support the urgency of publicizing that cause. After several "Whereas" statements, comes a "Therefore" statement; this is where you suggest the hoped-for result of your proposal, for example, "Therefore, May 13th should be heart health day in Metropolis."

Title: Start with a basic title, which explains the proclamation.

Write Reasoning Statements: Identify the reasons behind your proclamation. Keep it straightforward and simple. Start each statement with "Whereas," followed by the reason.

Write The Proclamation Statement: Explain what you are proclaiming, based on the above-listed reasons. Start the sentence with "Now, therefore" and be sure to include the author's name (your names), position (10th grade student), organization (name of high school), location (city and state), and the date. This statement should be written in the first person.

Add A Personal Invitation: Underneath proclamation statement, personally invite readers to support and participate in your proclamation.

Sign And Date The Document: If your organization has an official seal, include it as well. Extra credit if you design a seal.

Sample Proclamation:

Title

Anytown, USA Chamber of Commerce Week Proclamation

Reason 1

WHEREAS, local business is integral to the growth and longevity of a community, and

Reason 2

WHEREAS, the strength of local business is dependent on the support of the community, and

Reason 3

How to Write a Proclamation *(Continued)*

WHEREAS, the Anytown Chamber of Commerce is partners with both the community and local businesses of Anytown, and

Reason 4

WHEREAS, the Anytown Chamber of Commerce tirelessly promotes and supports Anytown;

Proclamation Statement

NOW, THEREFORE, be it resolved that I, [John Doe, Mayor of Anytown], do hereby proclaim September 12-16, 2016, Chamber of Commerce Week throughout Anytown, USA.

Personal Invitation

I encourage all businesses and community members to take advantage of the resources available from the Anytown Chamber and to celebrate the Anytown Chamber for their contributions.

Official Signature and Seal

IN WITNESS, WHEREOF I hereunto set my hand and cause the Seal of Anytown to be herein affixed.