

Eric Papenfuse, Mayor City of Harrisburg

Request for Proclamation/Letter

The City of Harrisburg takes pleasure in honoring local and national organizations, events and individuals for exceptional humanitarian efforts by presenting them with an official proclamation from the Mayor of the City of Harrisburg.

Constituents who desire a proclamation from the Mayor to commemorate special events can submit their requests directly to the Office of the Mayor. Each request will go through an internal review process. Therefore, **please submit your request at least three (3) weeks in advance of the date the proclamation or letter is needed.**

You may submit your request in one of two ways:

1. Email your request to mayor@harrisburgpa.gov
2. Mail your request to:

Office of the Mayor
Attn: Katie Hicks
10 N. Second St., Suite 202
Harrisburg, PA 17101

Proclamations

You may choose to send the sample language you prefer. Please include any details, historical facts or anecdotes you would like listed in the proclamation. We ask that you understand that the Mayor reserves the right to edit your content.

Proclamations are written for those bestowing organizational honors, heroic deeds, church and pastoral anniversaries, birthday celebrations, outstanding community service, retirements, etc.

To expedite the proclamation the following information is required:

1. The purpose of the proclamation (*i.e.*, *Healthy Choice Day, 100th Birthday Celebration, special individual accomplishment, etc.*)
2. The individual, agency or organization requesting the proclamation (*i.e.*, *Jane Doe, ABC Business Inc., Main Street Watch Association, etc.*)
3. The contact person responsible for the proclamation request. **Please include name, address, daytime phone number with area code and email address.**
4. The date the proclamation is needed.
5. Proclamation delivery method:
 - Picked up.
 - Mailed.
 - Presented by the Mayor at a special ceremony or event.

If the proclamation is to be picked up or mailed, **we recommend that your due date is well in advance of the ceremony/event to ensure that it is completed on time.**

Proclamations may be picked up in person at the City Hall Main Lobby receptionists' desk, located at 10 North Second Street, Harrisburg, PA.

Proclamations that have been submitted three or more weeks in advance of the due date will be ready for pick up at least 48 hours prior to the deadline.

If the request is for mayoral presentation at an event/ceremony, please note that **the Mayor reserves the right to approve or deny any such requests or appoint a representative from his office.** If the Mayor will be attending the event at which you are presenting the proclamation, he will bring the proclamation with him and personally present it to the recipient.

Letters

Upon request, the Office of the Mayor will issue mayoral letters for professional celebrations, significant birthdays and/or anniversaries, retirements, achievement recognitions, etc.

Questions

If you have any questions during the proclamation completion process, please feel free to contact the Mayor's Office by calling 717-255-3058 or emailing your questions to mayor@harrisburgpa.gov well in advance of the deadline. Office staff will be happy to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m.