



Proclamation Policy

The Mayor of New Braunfels, is authorized to present a written and signed proclamation upon approval of an application pursuant to these guidelines. The Mayor will make the final decision on all applications.

Proclamations **may** be issued for:

- City-sponsored events
- National or international groups hosting events within the City of New Braunfels
- Local business or local non-profit organization major milestones
- Individuals recognized for outstanding contributions toward the betterment of the community

Proclamations **will not** be issued for:

- Matters of political controversy, ideological or religious beliefs, or individual conviction
- Events or organizations with no direct or indirect relationship to the City of New Braunfels
- Campaigns or events contrary to city policies

HOW TO APPLY

Each request must be made via this [link](#) to the City Secretary's Office no later than 30 calendar days prior to the event and must be accompanied by:

- The name of the organization or person requesting the proclamation
- A proposed date of the presentations of the proclamation
- Contact Information
 - ✓ Name
 - ✓ Phone Number
 - ✓ Email Address
- A title of what will be proclaimed; Including name, day of the week or month to be proclaimed



If the proclamation request is approved, the requestor must provide draft language for the proclamation. Any draft language is subject to edits and/or revisions by the City without notice. The City Secretary's Office will work with the Mayor or necessary Council members to finalize the proclamation.

Anyone requesting a proclamation for an annual event must provide new information each year. Proclamations are not renewed automatically.

Proclamations are granted on a first-come, first-served basis. If there are three proclamations already on an agenda, your requested proclamation may be postponed to an alternate Council meeting date.