

National Arts and Humanities Month Local Proclamations: A How-to Guide

Dear Arts Advocate,

Proclamations are a wonderful way that your mayor, city council, or your city (or county) in general can easily show its support for the arts and culture and, in this case, to honor and promote National Arts and Humanities Month (NAHM) in October.

The goal of this document is to help you understand the process of obtaining a proclamation. Alas, each municipality has its own rules, so please take the following information as a general guide.

1. Find out what type of document(s) your city issues. For example, one city might issue proclamations, while another city issues resolutions, and a third might issue citations. They are all the same type of document that honors a given topic—they just have different names. A quick Google search should tell you what your city does.
2. Find out who issues the proclamation (or other-named document). Does the mayor do it independently? Does the city council do it by taking a vote? Does the mayor need to sign a proclamation passed by the city council? Again, a Google search should provide this information. If not, just call your City Clerk's office and ask them. They should either have the answer or be able to direct you to an office that does.
3. Once you understand how the system works, download this year's sample proclamation from the [NAHM Resources page](#) on the Americans for the Arts website. Take a few minutes to customize the document with your city's name and any other unique supporting information about the arts, such as [Arts and Economic Prosperity](#) data or other [research](#).
4. If your city council is in charge of proclamations, call or send an email to your specific city council member. Introduce yourself as a constituent, let them know that this issue is important to you, that the arts are important to your city's economy, and that you would like them to sponsor a proclamation to designate October as Arts and Humanities Month. Ask them to respond back and tell them that you would be happy to follow up with the appropriate staff person. **Make sure to attach the sample proclamation you customized!**
5. If your mayor is in charge of proclamations, call or send an email to their office with the same request.
6. Offer to answer any questions and encourage your colleagues to also contact their city council or mayor with the same request. However, if you can, have one point of contact for all emails/calls in order to simplify the process.
7. If appropriate, organize a group of arts advocates to <virtually> attend the city council meeting when the proclamation is going to be discussed/voted. Also offer to arrange and/or attend a signing ceremony.
8. Get a copy of your proclamation, take photos, and share on social media using #NAHM and tag @americans4arts so we can re-share the good news! Please also send copies to [Ann Marie Watson](#) at Americans for the Arts so we can track local proclamations across the country.

If you run into problems or have questions about the process, please feel free to send me an email at jay@artsusa.org.

Stay well,



Jay H. Dick
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