

Village of Lombard Proclamation or Certificate Request Policy

The purpose of this policy is to establish guidelines for the issuance of ceremonial proclamations and certificates issued by the Village of Lombard. These documents are strictly honorary and do not carry any legislative or legal value, nor do they constitute an endorsement by the Village of Lombard. Proclamations and certificates will be delivered directly once approved. Approval does not guarantee a public ceremony.

In general, proclamations or certificates may be issued for:

- Arts and cultural celebrations taking place within the Village of Lombard
- A Lombard resident celebrating a 100th birthday
- A Lombard based charity group or not-for-profit organization that has accomplished a milestone achievement
- Special honors determined by the Lombard Village President
- A Lombard resident or Lombard based not-for-profit group may submit a request regarding a local recognition of a nationally established Commemorative Observance (<https://www.loc.gov/law/help/commemorative-observations/index.php>)

Rules for submission and limitations regarding proclamation or certificate requests:

- Forms must be submitted a minimum of four weeks in advance of the date needed.
- Requests must be submitted using the electronic form below – phone, fax, email, or mail requests will not be honored.
- Requests must be made by a Lombard resident or by Lombard based organizations.
- Requests may be made by seated elected officials that directly represent Lombard, however requests within four weeks of an upcoming election in which the official is running will not be granted.
- All requests will be reviewed on a case-by-case basis.
- One proclamation annually per topic and/or organization.
- A certificate of recognition or congratulatory letter is an alternative where the criteria for a proclamation are not met.

Proclamations or certificates will *not* be issued for:

- For profit businesses, as an advertisement or commercial promotion
- Matters of political or religious nature
- Events or organizations with no direct relationship to the Village of Lombard
- Campaigns or events contrary to city policies

The Village reserves the right to approve or decline any proclamation request and to edit the drafted material for final wording.