

How to get a Governmental Proclamation!



It's easier than you think!

In support of our May 20-21, 2010 PickleBall Tournament and as part of a Media Day event that we are hosting on the 19th of May, we decided to seek a proclamation from the City of Portage that declares Portage Michigan "Center of the World for PickleBall."

The decision to seek a proclamation came about when brainstorming with Discover Kalamazoo our local visitor's bureau. It is being undertaken on an extremely aggressive schedule - but manageable.

Here's how we did it:

- First task was figuring out the who and how of local government!
- We zeroed in on the City of Portage - the location of our Tournament. A bit of web surfing yielded names but the ultimate solution was to create a request letter and a sample Proclamation and then make an appearance.
- Before creating the request letter we also thought through how to add additional interest to our request and how to meld together our thoughts regarding a Media Day event (that post to follow shortly).
- With sample paperwork in hand we traipsed into City Hall. It only took three tries to get directed to the City Clerk's Office. Once there we found out that the City Council meets twice a month and routinely issues proclamations for all kinds of things. Our request was rated as one of the more unusual, but is scheduled for approval in early May.
- Our turn around time is less than two weeks but we recommend starting the process a few months in advance.

If you have questions or comments send an [email](mailto:picklemaster@where2pickle.org).