

BEST PRACTICES FOR CITATION & PROCLAMATION REQUESTS

This guide provides examples and best practices to help residents and organizations submit well-prepared requests for County Executive Citations and Proclamations. By including relevant information, you can help ensure your request is processed efficiently.

What's the Difference Between a Proclamation and a Citation?

Citations are formal recognitions issued by the County Executive to honor individuals, organizations, or businesses for a specific achievement or milestone. Citations are often requested to celebrate occasions such as anniversaries, grand openings, milestone birthdays, retirements, special awards, or community service. Examples: A 50th wedding anniversary, the opening of a new small business, or recognition of a longtime volunteer.

Proclamations are formal declarations issued by the County Executive to recognize a specific day, week, or month in order to raise awareness about an issue, event, or celebration. These are typically requested by organizations or advocacy groups and help highlight causes of public importance. Examples: Domestic Violence Awareness Month, Hispanic Heritage Month, Gun Violence Awareness Day.

Commonly Requested Citations

Below is a list of commonly requested citations our office receives, along with tips for helpful information you can provide when submitting your request and a template for a proclamation.

Milestone Birthday Citation

To celebrate an individual turning 90, 95, 100, or older.

Helpful Information to Provide:

- Full name of the honoree
- Date of birth and milestone age
- Notable contributions (family, career, community involvement)
- Date you would like the citation issued

Grand Opening or Business Recognition Citation

To honor a new business, expansion, or longstanding community presence.

Helpful Information to Provide:

- Business name
- Event type (grand opening, anniversary, etc.)
- Event date and location
- Brief business history or mission

Community or Organizational Recognition Citation

To recognize service, events, or achievements by a group or organization.

Helpful Information to Provide:

- Name of organization or group
- Purpose of the recognition (event, service, etc.)
- Date and location of the event (if applicable)
- Brief summary of work or achievements

Retirement Citation

To honor individuals retiring from service, especially after long or impactful careers.

Helpful Information to Provide:

- Full name and title/role of retiree
- Length of service
- Name of organization/agency
- Highlights or accomplishments
- Retirement date or celebration event date

Anniversary Citation

To recognize organizations or institutions celebrating milestone anniversaries.

Helpful Information to Provide:

- Organization name
- Anniversary milestone
- Brief description of work/impact
- Date of anniversary or celebration

In Memoriam Citation

To honor the memory and legacy of a deceased resident.

Helpful Information to Provide:

- Full name of the deceased
- Date of birth and passing
- Contributions to community, family, profession, etc.
- Name(s) of family members or requester
- Date of memorial service (if applicable)

Proclamation Request

Proclamations declare a specific day, week, or month in observance of a cause or event.

Template Example:

Executive Proclamation

On behalf of the Residents of Anne Arundel County, Maryland

WHEREAS, [insert statement about the importance of the cause or recognition]; and

WHEREAS, [add context about its impact locally or nationally]; and
WHEREAS, [acknowledge people or organizations involved in advocacy or support];
NOW, THEREFORE, I, Steuart L. Pittman, County Executive of Anne Arundel County,
do hereby proclaim [Month/Week/Day] as [Name of Awareness] in Anne Arundel County
and commend all efforts to raise awareness and foster positive change.

Helpful Information to Provide:

- Name of the awareness topic (e.g., Mental Health Awareness Month)
 - Proposed date or timeframe
 - Why the recognition matters (especially locally)
 - Any local organizations or events involved
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Submitting Your Request

To request a citation or proclamation, please complete the [request form available at aacounty.org](#).

- Citation requests should be submitted at least three weeks (21 days) before the event and must be submitted by someone other than the intended recipient.
- Proclamation requests should be submitted at least 30 days before the requested date.

While every effort will be made to fulfill requests submitted outside these timeframes, we cannot guarantee delivery by the requested date.

Please note: Submission of a citation or proclamation request does not guarantee approval. All requests are reviewed and approved at the discretion of the County Executive's Office on a case-by-case basis.

If you have any questions regarding your request, please email citation_request@aacounty.org.