

# How to Obtain a Proclamation or Resolution

**Identify a local representative.** A local representative could be a city councilmember, state senator, state assemblyperson or congressional representative. It would be helpful if you are a constituent or your organization resides within the district of the official you are contacting. It is also helpful to contact an official with whom you have developed a relationship.

**Call the representative.** When calling the official's office ask to speak to their Chief of Staff, Legislative Director, or Community Affairs Liaison and explain the purpose of your call.



## When calling your representative:

- 1 Provide details about NLAAD on October 15th
- 2 The need for a letter of support and proclamation
- 3 A request for a meeting with the official or representative
- 4 Provide details about the press conference you are organizing

**Write a letter to the representative.** You may need to provide a letter or written request for a proclamation. Use the enclosed materials to help you develop a letter. In addition to your request, be sure to include information about your organization and contact information.

**Meet with the official or representative.** Be sure to have the NLAAD campaign kit with you, your prepared draft resolution, information/promotional materials about the event and information about your organization (e.g. organizational press kit). Again, it is important for you to begin familiarizing the official and his staff about your agency and, if appropriate, offer to become a source of information for them.

**Provide details about NLAAD.** Explain to the official that NLAAD will be a national event which has gained the support of their colleagues (city officials, governors, mayors and congressional representatives) around the nation.

**Provide details about the Press Conference.** Inform the official that your organization has arranged a press conference on October 15th about NLAAD and it would be helpful if the official presented the proclamation at that time.

Invite the official to **the congressional briefing** if they are in Congress. Explain to the representative that this will be a bipartisan briefing (both Democrats and Republicans). [Date to be announced]

A proclamation can take a month to develop, so plan well in advance of the October 15th press conference. Call your contact at the officials' office and **inquire about the status of the proclamation.**

If you have any questions or need additional information please contact Lilita Rañón, NLAAD Director, at (212) 675-3288 ext 315, [lrannon@latinoaids.org](mailto:lrannon@latinoaids.org).