

How to request a Proclamation for Perioperative Nurses Week

1. **Identify 1 person** from your state/city/county to request the proclamation. It is imperative that we do not have multiple requests or the chances for a proclamation are greatly reduced. This is a formal request of the Governor, and we need to look organized. Inform [Jennifer Pennock](#), Associate Director of Government Affairs, of the person requesting the Proclamation or if you are interested in obtaining a Proclamation, let her know.
2. Look on your **Governor's website** for a place to request proclamations. This is often found under constituent services, scheduling requests, or online services. You can also search the website for proclamation or try a Google search such as "Colorado Governor Proclamation Request." If you still cannot find the proper place to make the request, contact [Jennifer](#).
3. Requests are often submitted online via forms, fax, or email.
4. Refer to the "**Request for Proclamation**" document (available from [Jennifer](#)) for the information which you can copy into the online form or which you can attach after you edit to your email.
5. Include the draft language for the proclamation in the email and/or online form (available from Jennifer).
6. If you are able to request a photo with the Governor, please do. If your request is granted, try to bring 3-7 other people with you for the photo op. Please provide a copy of the photo to Jennifer and chapters in your state.
7. When you receive the proclamation, **please send a photo of it (or electronic copy) to [Jennifer](#) immediately**. Then, send a copy to chapters in your state.
8. If you have not received communication within 4-6 weeks, you can call the Governor's constituent services department to request an update.

For questions, please contact [Jennifer Pennock](#), Associate Director of Government Affairs.