

## Steps to Success

# PROCLAMATION GUIDE



One way to gain recognition for your Building Safety Month event is to obtain an official proclamation from your mayor, commissioner or governor. Proclamations make a special event official and can help you increase awareness with your colleagues and the news media.

### 1. Identify the right person to assist with the proclamation – it may take time so start early!

- a. Identify the appropriate contact at least eight weeks in advance.
- b. Research online or in your local phone book for city or state government addresses and phone numbers to write or call for information on requesting a proclamation. If no one deals exclusively with proclamations, try a public relations or public information officer contact. An office manager or an aide/administrator might be able to help as well.
- c. Be prepared to highlight the significance of the event and its impact on people in the local area.

### 2. Ask questions!

- a. Do they want you to draft a proclamation ready for signature or do they want you to provide just the text for them to format in their style?
- b. Can you include in the proclamation the special naming of the day/date? For example, "In honor of building safety, I \_\_\_\_\_ (Mayor/ Commissioner/Governor) proclaim May 2022 as \_\_\_\_\_'s Building Safety Month, etc."
- c. Do they want a hard copy of the text, electronic copy or both? This year, jurisdictions can upload a proclamation to our website. [See instructions here.](#)
- d. Could you arrange a signing ceremony and invite media?

### 3. Draft the necessary documents and submit to the appropriate person.

- a. Draft the text for the proclamation using the Proclamation template provided on page 2 of this PDF or download the [Word version](#) for United States and U.S. territories. (A template for countries worldwide is also available in [Word](#).)
- b. Draft a cover letter. Address the official using their title and name and explain that your chapter, the International Code Council and building industry stakeholders across the globe, are celebrating Building Safety Month.

- c. Include interesting facts and a brief description of the theme, the goals of increased public awareness, and your Building Safety Month plans. Ask for his/her help by proclaiming Building Safety Month for the city or state and include the draft proclamation for consideration. Close sincerely with name, credentials and title.
- d. Mail or hand deliver your cover letter, draft proclamation and support materials. Offer information that might be helpful to the politician – brochures, statistics or other items – which describe and explain strategies for building safe and sustainable structures.
- e. Once signed, pick up the proclamation in person to be sure it isn't damaged or lost in the mail. And you can personally thank the person who helped out.

### 4. Arrange a signing ceremony at the official's office and invite media.

A signing ceremony is a great way to get media to cover your event. Ask your contact if he/she can assist you in getting the mayor involved in the presentation of the proclamation or make an appearance at the event itself.

- a. Confirm all details, including whether or not media and photographers can attend.
- b. Be sure to ask your membership to attend – take photos and post them online using hashtag #BuildingSafety365.
- c. Draft a one-page media alert with all event details and distribute to your local media. While print media may require more advanced notice, a television station may only need the media alert two or three days in advance. A follow up call is always a good idea.
- d. You can also upload a pdf of the proclamation to the Code Council website. [See details here.](#)

### 5. The Code Council is here to help!

Follow this guide to increase your success of getting a signed government proclamation. If you need assistance, contact [communications@iccsafe.org](mailto:communications@iccsafe.org).

Presented by





# *Proclamation*

**Building Safety Month — May 2022**

Whereas, our (City, Town, County, State) is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

Whereas, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;

Whereas, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

Whereas, “Safety for All: Building Codes in Action,” the theme for Building Safety Month 2022, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit, and;

Whereas, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, \_\_\_\_\_, (Mayor, Supervisor, Commissioner, Governor) of the (City, Town, County, State) of \_\_\_\_\_, do hereby proclaim the month of May 2022 as Building Safety Month. Accordingly, I encourage our citizens to join us as we participate in Building Safety Month activities.

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Signature