



Smart Irrigation Month State Proclamation Request Guide

State	When to Request	Request Through	Relevant Request Email or Website	Additional Info	Contact Name	Confirmation contact number
Alabama	30 days	website form	http://216.226.177.218/forms/contact_procs.aspx		Kayla Farnin	334-242-7100
Alaska	4 - 6 weeks	email	governor@alaska.gov	Include standard draft language, background information and full contact information. Or submit request in contact form: http://aws.state.ak.us/CrmForms/Home/WebRequest	Brent Wittmer	907-465-3500
Arizona	6 weeks	website form	http://azgovernor.gov/governor/form/proclamation-request		Betty Supra	602-542-4331
Arkansas	30 days	website form	http://governor.arkansas.gov/proclamation-request-form		Angie Dover	501-682-3613
California	30 days	email	janiene.friend@water.ca.gov	Email Janiene with a draft request and follow up after a confirmation email is returned	Janiene Friend	916-653-7007
Colorado	4 weeks	website form	http://www.colorado.gov/govhdir/requests/proclamation.html		Office of the Governor	303-866-2885
Connecticut	4 - 12 weeks	website form	http://portal.ct.gov/Request_Proclamation.aspx		Jason Novak	860-524-7333
Delaware	2 weeks	website form	http://governor.delaware.gov/request-proclamation-tribute/	Use form to submit proclamation request	Christa Weed	302-577-3210
Florida	4 - 6 weeks	website form	http://www.flgov.com/request-a-proclamation/		Gage Nicholas	850-488-7146
Georgia	45 days	email form	proclamations@georgia.gov	Download Proclamation request form then complete form and send via email, mail or fax. Form found here - http://gov.georgia.gov/ceremonial-document-request-forms	Office of the Governor	404-656-1776
Hawaii	2 - 4 weeks	website form	http://governor.hawaii.gov/contact-us/request-a-proclamation/		Monica Chapman	808-586-0034
Idaho	3 weeks	email form	proclamations@gov.idaho.gov	Download proclamation request form then complete form and send via email, mail or fax. Form found here: http://gov.idaho.gov/mediacenter/proc/index.html	Nicholas Stout	208-334-2100
Illinois	2 - 3 weeks	website form	http://www.illinois.gov/gov/contactus/Pages/Proclamation.aspx		Office of the Governor	217-782-0244
Indiana	6 weeks	website form	http://www.in.gov/gov/2916.htm	Use form to submit proclamation request	Katie Gilson	317-232-4567
Iowa	4 - 6 weeks	website form	https://governor.iowa.gov/constituent-services/proclamation-request		Elizabeth Arndt	515-725-3517
Kansas	6 - 8 weeks	website form	https://governor.ks.gov/serving-kansans/constituent-services/proclamation-guidelines/proclamation-request		Naomi Burget	785-368-6546
Kentucky	6 - 8 weeks	website form	https://secure.kentucky.gov/formservices/Governor/ProclamationRequestForm	Use form to submit proclamation request	Amy O'Nan	502-564-2611
Louisiana	2 weeks - 45 days	website form	http://gov.louisiana.gov/index.cfm/form/home/13	Use form to submit proclamation request	Meagan O'Quin	225-342-0991
Maine	45 days	website form	http://www.maine.gov/governor/lepage/citizen_services/	Select Request a Proclamation and then fill out and submit online form	Lance Levy	207-287-3531

State	When to Request	Request Through	Relevant Request Email or Website	Additional Info	Contact Name	Confirmation contact number
Maryland	8 weeks	website form	http://governor.maryland.gov/mail/citations.asp		Donna Shuman	410-974-3901
Massachusetts	20 business days (no more than 30 days in advance)	email	constituent.services@state.ma.us	Include standard draft language, background information and full contact information. Complete instructions found here - http://www.mass.gov/governor/constituent-services/recognition/#proclamation	Colleen Maloney	617-725-4005
Michigan	4 weeks	email	tributes@michigan.gov		Elizabeth Weir	517-335-7858
Minnesota	20 days	email form	Taylor.Mills@state.mn.us	Download proclamation request form then complete form and submit via email, mail or fax. Form found here - http://mn.gov/governor/images/proclamation_request_form.pdf	Office of the Governor	651-201-3400
Mississippi	30 days	email	debbie.carney@governor.ms.gov	Include standard draft language, background information and full contact information	Debbie Carney	601-576-2028
Missouri	30 days - 3 months	website form	https://governor.mo.gov/get-involved/request-proclamation-governor-eric-r-greitens	Use form to submit proclamation request	Office of the Governor	573-751-3222
Montana	ASAP	website form	https://governor.mt.gov/Home/Contact/shareopinion		Tyler Campbell	406-444-5525
Nebraska	30 days - 6 months	website form	https://governor.nebraska.gov/proclamation-request		Danielle Kniss	402-471-2256
Nevada	30 days	website form	http://gov.nv.gov/contact/proclamation/		Nikki Haag	775-684-5670
New Hampshire	2 weeks	mail	Governor Chris Sununu State House 107 North Main Street Concord, NH 03301	Send a written request that includes standard draft language, background information and full contact information	Office of the Governor	603-271-2121
New Jersey	4 - 6 weeks	website form	http://www.state.nj.us/governor/contact/	Select the requesting proclamations email topic then fill out and submit online form	Office of the Governor	609-292-6000
New Mexico	4 - 12 weeks	website form	http://www.governor.state.nm.us/Proclamations_1.aspx		Susan Belasquez	505-476-2200
New York	30 days	mail	The Honorable Andrew M. Cuomo Governor of New York State NYS State Capitol Building Albany, NY, 12224 (Attention: Proclamations)	Submit request in writing and include sample language	Office of the Governor	518-474-8390
North Carolina	4 - 6 weeks	website form	https://governor.nc.gov/request-proclamation-letter-or-award		Office of the Governor	919-814-2000
North Dakota	2 - 3 weeks	website form	http://governor.nd.gov/contact-us	No formal process, contact the governor	Ashley Portra	701-328-2200
Ohio	4 weeks	website form	http://www.governor.ohio.gov/Contact/ContacttheGovernor.aspx	Under select issue, choose requesting proclamations	Whitney	614-466-3555
Oklahoma	30 days	website form	https://www.ok.gov/triton/modules/formbuilder/form.php?form_id=06f2c591e968592fd1c77e83874080933b60eb19edcdc602986eae9c12d826cb		Sumer Curry	405-521-2342

State	When to Request	Request Through	Relevant Request Email or Website	Additional Info	Contact Name	Confirmation contact number
Oregon	30 days	email	proclamations@state.or.us	Review detailed proclamation guidelines (including downloadable template) here - http://www.oregon.gov/gov/Pages/Proclamation-Request-Guidelines.aspx	Office of the Governor	503-378-4582
Pennsylvania	6 - 8 weeks	website form	http://www.governor.pa.gov/contact/Pages/contact.aspx#.VXml7vViko	Use form to submit proclamation request	Office of the Governor	717-787-2500
Rhode Island	6 - 8 weeks	email	brad.inman@governor.ri.gov	Include standard draft language, background information and full contact information	Brad Inman	401-222-2080
South Carolina	30 days	website form	https://iqconnect.lmhostediq.com/iqextranet/EForm.aspx?__cid=FSL_SC_GOV&__fid=100000	Under issue of concern, select proclamations	Katherine Thomas	803-734-2100
South Dakota	ASAP	website form	http://sd.gov/governor/contact/contact.aspx	Use form to submit proclamation request	Kristy Hauck	605-773-3212
Tennessee	21 business days	website form	http://www.tn.gov/governor/article/request-for-a-proclamation	Use form to submit proclamation request	Office of the Governor	615-741-6692
Texas	3 weeks	website form or mail	https://gov.texas.gov/contact/assistance.aspx	Select "I need assistance" and then fill out online form or mail request to: Office of the Governor, P.O. Box 12428, Austin, TX 78711-2428	Office of the Governor	512-463-2000
Utah	ASAP	email	https://www.utah.gov/governor/declarations/agreement.html	Follow step-by-step online form for request	Office of the Governor	801-538-1000
Vermont	4 - 6 weeks	website form	http://governor.vermont.gov/proclamation-request	Use form to submit proclamation request	Office of the Governor	802-828-3333
Virginia	45 - 120 days	website form	http://governor.virginia.gov/constituent-services/make-a-request/proclamations/proclamation-request/	Use form to submit proclamation request	Rachael Levy	804-786-2211
Washington	30 days	website form	http://www.governor.wa.gov/contact/requests-invites/request-ceremonial-proclamation-greeting-or-letter/request-ceremonial	Use form to submit proclamation request	Chris Collier	360-902-4111
West Virginia	30 days	website form	http://www.governor.wv.gov/Pages/request_proclamation.aspx	Use form to submit proclamation request	Christa Calks	304-558-2000
Wisconsin	4 - 12 weeks	website form	https://walker.wi.gov/request-document	Select proclamation as document type and then fill out form	Bob Menno	608-266-1212
Wyoming	4 - 6 weeks	email	dalena.phipps@wyo.gov	Instructions available here	Dalena Phipps	307-777-7434