

Gubernatorial Proclamation Procedure

Contact the State Office of Greetings and Proclamations or the Office of the Governor to initiate the proclamation process. The Office will prepare the actual proclamation. In making your request, include specifics on how cardiac/pulmonary disease affects the citizens of your state and also include statistics on the number and types of rehabilitation programs located in your state. Be sure to ask for a public signing of the proclamation, and be prepared to provide the office with any additional information they may need (the local chapter of the American Heart Association or American Lung Association may be able to help).

Verbal confirmation of the signing date and specific instructions regarding the signing ceremony will come approximately four to six weeks before the event will be held. Final written confirmation is usually given two weeks in advance. Protocols in each state office vary, so be sure to maintain periodic contact with state office personnel.

Once you have a confirmed date for the proclamation signing, confirm the number of guests allowed to participate (the state office usually requires submission of a guest list a few days prior to the signing event). Invite state society representatives to participate in the proclamation signing and request a letter of appreciation from the AACVPR President to the Governor for presentation. Make the event as newsworthy as possible by preparing a news release (see instructions on "[How to Submit a News Release](#)") and arranging for a photographer.

Next, begin promotion and publicity around the event. Forward your news release to local newspapers, radio and TV stations, and hospital and society newsletters. Notify rehabilitation programs and other facilities with an emphasis on pulmonary issues, as well as organizations with a related focus (e.g., American Heart Association, American College of Respiratory Care). Actively promote your signing event to the public.

Confirm again the date and time of the signing event with your contact from the state. Let your contact know how many people will attend the event and clear any announcements or gifts made to the Governor (for security reasons, surprises are a problem).

Sample Proclamations

Proclamation for Pulmonary Rehabilitation Week

WHEREAS, the American Association of Cardiovascular and Pulmonary Rehabilitation is observing National Pulmonary Rehabilitation Week, March 13-19, 2022, with the theme “Moving More, Breathing Better”; and

WHEREAS, pulmonary disease is the third leading cause of death in our nation and (number of) people in the state of (your state) are affected by pulmonary disease; and

WHEREAS, observation of AACVPR National Pulmonary Rehabilitation Week calls special attention to the dedicated professionals who promote the dissemination of information about pulmonary disease, its prevention, and rehabilitation; and

WHEREAS, the dedicated pulmonary specialists of (your state) and the strides made to conquer lung disease are deserving of great recognition;

NOW, THEREFORE, IN RESOLUTION, I, **(Name of Official)**, Governor of **(State)**, do hereby proclaim March 8-14, 2020, as AACVPR National Pulmonary Rehabilitation Week in **(state)**. I urge all citizens to take a healthy and sound approach to caring for their well-being and to join forces to battle one of the nation’s leading killers.

Given under my hand and the Seal of the State of _____ this _____ day of _____ in the year _____.

State Seal

Governor’s Signature