

How-To

organize a

proclamation

Public Affairs 101



WORLD THROMBOSIS DAY
13 OCTOBER

A proclamation is a public or official announcement, especially one dealing with a matter of great importance.



Determine the purpose



Draft the proclamation



Consult stakeholders



**Gain approval from city,
town public officials**



**Schedule the proclamation
and ceremony**

ALERT THE MEDIA AND PROMOTE!



Proclamations are commonly signed and issued by various government officials worldwide, including heads of state, national legislators, regional governors, mayors, and other local authorities such as town or village administrators, city council members, or municipal leaders. This global practice ensures that proclamations can be issued at different levels of government, reflecting local, national, or international significance.

WorldThrombosisDay.org

#MoveAgainstThrombosis

How-To

write a

proclamation

Public Affairs 101



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Writing a proclamation involves crafting a formal document that declares or announces a specific awareness event, achievement, recognition, or declaration by a governing authority.

- **Title:** Begin with a clear and concise title that summarizes the subject of the proclamation.
- **Introduction:** Start with an introductory paragraph that states the purpose of the proclamation and provides context for its issuance.
- **Whereas Clauses:** Follow the introduction with a series of "whereas" clauses. Each "whereas" clause provides additional context, justification, or reasons for issuing the proclamation. These clauses typically begin with the word "whereas" and should be numbered for clarity.
- **Statement of Proclamation:** After the "whereas" clauses, include the main statement of proclamation. This is the central declaration or announcement that the proclamation is making.
- **Resolve Clause:** Conclude the proclamation with a "resolve" clause that summarizes the actions or commitments being taken as a result of the proclamation.
- **Signature Block:** Include a signature block at the bottom of the proclamation where the issuing authority can sign and date the document.
- **Official Seal:** Include the official seal of the issuing authority to authenticate the document.

Don't forget: seek approval from the appropriate governing authority!



How-To

write a

proclamation

SAMPLE



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World Thrombosis Day

Whereas, thrombosis is a serious medical condition characterized by the formation of blood clots in veins or arteries, posing significant health risks to individuals worldwide;

Whereas, thrombosis-related conditions contribute to a significant global health burden, with statistics indicating that 1 in 4 people succumb to conditions associated with thrombosis;

Whereas, the mission of World Thrombosis Day is to raise awareness about thrombosis, its risk factors, and its potential consequences, as well as to promote prevention, diagnosis, and treatment strategies;

Whereas, it is imperative for healthcare professionals to engage in conversations with their patients about thrombosis, emphasizing the importance of preventive measures, timely diagnosis, and appropriate treatment options;

Whereas, by shining a spotlight on thrombosis and its impact on public health, we aim to foster greater understanding, support, and action towards addressing this critical health issue;

Now, therefore, I [Name], [Title] of [City/Town/Region], do hereby proclaim October 13th as World Thrombosis Day. I call upon healthcare professionals, organizations, and individuals to join in efforts to raise awareness about thrombosis, promote education and advocacy initiatives, and work collaboratively towards reducing the global burden of thrombosis-related conditions.

Signed and dated this [Date] day of [Month, Year].

[Issuing Authority's Signature]

[Issuing Authority's Name and Title]

[Seal or Logo]

[City/Town/Region]

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