



Norwich Township Proclamation Guidelines

Proclamations are official announcements and/or public declarations issued by the Norwich Township Board of Trustees. They are typically requested and/or issued with the goal of honoring and celebrating events and increasing awareness of noteworthy issues among the residents of Norwich Township. Proclamations are ceremonial in nature and do not have any legislative value.

Requests for proclamations must be submitted in writing to the Norwich Township Administrative offices with 21 days advance notice and can only be issued for the following:

- A special cause, such as proclaiming a month or a day to honor a recognized effort (Proclamations are not automatically renewed)
- Significant events with historical and/or unique importance to Norwich Township, or to recognize individual residents who have made a significant contribution to society
- Community Award programs seeking individual proclamations or for yearly community events within Norwich Township
- A milestone anniversary for a Norwich Township church, pastor or organization (25 years or more)
- Milestone birthdays (90 years or more) and milestone wedding anniversaries (50 years or more) for a Norwich Township resident(s)
- A special visitor to Norwich Township

Please include the following in your request:

- Requestors contact information, including name, address, phone and email
- Type of milestone or event
- Event information or biographical information for person being honored/recognized
- Date proclamation is needed
- Place "Proclamation Request" in the subject line of your email or letter

Submit Proclamation Request to:

5181 Northwest Parkway
Hilliard, Ohio 43026

Or

requests@norwichtownship.org

Proclamations will not be issued for matters involving political controversy, ideological or religious beliefs, or individual conviction; or for events or organizations with no direct relationship to Norwich Township. A proclamation does not constitute an endorsement by the Norwich Township Board of Trustees.

Norwich Township

5181 Northwest Parkway, Hilliard, OH 43026 - 614-876-7694

www.norwichtownship.org