

## TIPS FOR A SUCCESSFUL PROCLAMATION

### SIGNING CEREMONY

- The signing ceremony will be held in the Warner Chamber of the Nebraska State Capitol Building in Lincoln. The Warner Chamber is located on the second floor of the Capitol, across from the Norris Chamber.
- An easel displaying the signing ceremony agenda will be set up near the entrance of the Warner Chamber. Please check the agenda upon arrival and take note of your proclamation's number, as well as the name of the proclamation directly in front of yours.
- 15 to 20 minutes before the ceremony begins, one member from your group should check in with Kim Braaten. She will be near the front of the Warner Chamber, preparing for the ceremony.
- Please stay aware of the movement down the list and have your group ready to meet with the Governor as soon as the proclamation directly in front of yours is called. We suggest that you organize your group three to five proclamations in advance and make sure everybody from your group is in the Warner Chamber during the signing of the proclamation directly in front of yours.
- **We encourage you to bring your own cameras to the signing ceremony. However, you will also need to be sure that there is someone who will not be in the picture available with your group to take the pictures for you.** Photography courtesy of the Office of the CIO will also be available for viewing and downloading within 48 hours of the signing ceremony. Please go to the following websites to view and/or download photos from the ceremony:

#### Viewing & Downloading:

<https://www.flickr.com/photos/governorpetericketts>

- We also encourage you, as the person requesting the proclamation, to please feel free to notify anyone you feel would enjoy attending the ceremony on behalf of your group as the Governor's Office does not send out notification to other parties.
- The Governor will ask a spokesperson from your group to speak about your proclamation. Please limit your remarks to **two minutes or less**.
- With any further questions or changes please contact Kim Braaten at 402-471-1960 or [kimberly.braaten@nebraska.gov](mailto:kimberly.braaten@nebraska.gov)