



## **HOW TO GET A RESOLUTION OR PROCLAMATION FOR NATIONAL SURGICAL TECHNOLOGIST WEEK**

National Surgical Technologist Week is the third week of each September. Asking your mayor or governor for a proclamation or resolution recognizing National Surgical Technologist Week is a great way to educate members of the government and community about surgical technology.

### **ASKING THE MAYOR OR GOVERNOR'S OFFICE TO ISSUE A PROCLAMATION**

Start now! Contact the mayor or governor's office and ask for the person who handles proclamations. Ask this contact person for the procedures for submitting a request.

Send this contact person a request for a proclamation with a draft proclamation. Make sure to follow up with a phone call.

### **OPPORTUNITIES FOR LOCAL MEDIA**

A proclamation signing ceremony can be a great news event! Try to find out whether there will be an official signing ceremony and when it will be held. Once you receive the information, AST's Government Affairs Department will work to get local media to attend. Please contact [governmentaffairs@ast.org](mailto:governmentaffairs@ast.org) once you receive a signing date.

Take pictures at the signing ceremony and send the pictures to [governmentaffairs@ast.org](mailto:governmentaffairs@ast.org).

### **AFTER THE RESOLUTION OR PROCLAMATION IS PASSED**

Congratulations! If you pass a resolution or proclamation, send a copy to your State Assembly president and to [governmentaffairs@ast.org](mailto:governmentaffairs@ast.org), AST's Government Affairs Department, so that they can post it on the AST and State Assembly website.

Don't forget to mail hand-written thank you notes to your sponsor and to everyone who supported the resolution!