

WORLD VOICE DAY | REQUESTING A PROCLAMATION

Guidelines for Obtaining a Proclamation for World Voice Day

A proclamation for World Voice Day (April 16) is a meaningful way to raise awareness of voice disorders, recognize the importance of vocal health, and highlight the experiences of those living with voice conditions. Proclamations can be issued by governors, mayors, county executives, or city councils. The process is straightforward but requires planning.

1. Identify the Appropriate Office

Determine which level of government you would like to approach:

- **City or town:** Mayor's office or city council
- **County:** County executive or board
- **State:** Governor's office

Many people start locally, as city proclamations are often easier to obtain and still have strong community impact.

2. Check the Official Website

Visit the official website of the mayor, governor, or county office and search for:

- "Proclamation request"
- "Ceremonial request"
- "Special recognition request"

Most offices have an online form and specific instructions.

Note: Some offices require requests **4 to 8 weeks in advance**, so plan early.

3. Prepare Your Request Materials

You will typically need:

Basic Information

- Your name and contact information
- The date requested (April 16)
- The title: *World Voice Day*

Draft Proclamation Language

Many offices ask you to provide suggested wording. Include:

- The purpose of World Voice Day
- Why vocal health matters
- The impact of voice disorders
- Recognition of organizations and individuals supporting awareness

Connection to the Community

Explain briefly:

- Your personal connection, or
 - The work of organizations such as Dysphonia International, or
 - Local events, support groups, or awareness activities
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4. Submit the Request

Submit through:

- Online form (most common), or
- Email, or
- Mail (less common)

Keep a copy of everything you submit.

5. Follow Up

If you do not hear back within 2–3 weeks:

- Send a polite follow-up email
 - Confirm your request was received
 - Offer to provide additional information if needed
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6. Plan How to Share the Proclamation

Once issued, you can:

- Send a photo of you holding the proclamation to Dysphonia International to voice@dysphonia.org
- Share it on social media
- Present it at a support group meeting (*if applicable*)
- Display it at a World Voice Day event

This helps extend the impact beyond the official document.

7. Optional: Request a Presentation or Photo

Some offices allow:

- In-person presentations
- Photo opportunities
- Public recognition at council meetings

This can further raise awareness in your community.

Sample Timeline

- **January–February:** Submit request
 - **March:** Follow up if needed
 - **April 16:** Share and celebrate
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Why This Matters

Proclamations help:

- Increase public understanding of voice disorders
- Validate the experiences of those affected
- Encourage people to seek care
- Strengthen advocacy and awareness efforts



DRAFT EMAIL TO REQUEST A PROCLAMATION

Subject: Proclamation Request for World Voice Day – April 16, 2026

Dear [Title and Name],

I am writing to respectfully request a proclamation recognizing April 16, 2026, as World Voice Day in [City/County/State].

World Voice Day is observed internationally to raise awareness of the importance of vocal health and to recognize the impact of voice disorders on individuals, families, and communities. Voice disorders affect millions of people and can significantly influence communication, employment, and quality of life. This day provides an opportunity to educate the public, encourage early diagnosis and treatment, and recognize the healthcare professionals, researchers, and support organizations dedicated to helping those affected.

I am involved with Dysphonia International, a nonprofit organization that supports individuals living with voice disorders through education, support, research, and advocacy. Recognizing World Voice Day in [City/County/State] would help bring visibility to these conditions and reinforce the importance of vocal health for all.

For your convenience, I have included suggested proclamation language below. I would be honored to accept the proclamation on behalf of our community and share it to help further awareness.

Thank you for your time and consideration of this request. Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

ABOUT DYSPHONIA INTERNATIONAL

Dysphonia International is a nonprofit organization with the mission to improve the lives of people affected by spasmodic dysphonia and related voice conditions by finding answers through research, building understanding through education and awareness, and raising hope through support for those living with these challenging vocal disorders. Learn more at DYSPHONIA.ORG.

PROCLAMATION

APRIL 16, 2025, IS WORLD VOICE DAY

THEME: CARING FOR OUR VOICES!

WHEREAS, the human voice is a fundamental means of communication, expression, connection, and participation in civic, professional, and personal life; and

WHEREAS, caring for our voices is essential for individuals of all ages and backgrounds, as vocal health supports education, employment, advocacy, and overall well-being; and

WHEREAS, millions of people worldwide live with voice disorders, including spasmodic dysphonia and related conditions, many of which are underrecognized, misunderstood, or misdiagnosed; and

WHEREAS, early awareness of voice changes, access to qualified medical and therapeutic care, and increased public understanding can improve outcomes and quality of life for those affected by voice disorders; and

WHEREAS, World Voice Day is observed annually to promote vocal health, encourage education and research, and foster compassion and inclusion for individuals whose voices may be affected by illness or disorder;

NOW, THEREFORE, BE IT PROCLAIMED, that I, [Name], [Title] of [City/County/State], do hereby proclaim **April 16, 2026**, as **WORLD VOICE DAY** in [City/County/State], and encourage all residents, healthcare professionals, educators, and community leaders to recognize this day by promoting vocal health and recommitting to **CARING FOR OUR VOICES**.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of [City/County/State] to be affixed this [Day] of [Month], 2026.

[Name]

[Title]

[City/County/State]