



Smithsonian
National Museum of American History
Kenneth E. Behring Center

January 2008

Dear Jazz Appreciation Month Supporter:

In 2003, Congress passed Public Law 108-72 to commend the Smithsonian Institution's National Museum of American History for establishing April as Jazz Appreciation Month (JAM) honoring "jazz as a national and world treasure" to be celebrated by leaders, institutions, educators and communities globally. Completely genuine, born in America, appreciated worldwide, jazz is a beloved American art form that has contributed widely to cultural unity and understanding globally.

Please help the Smithsonian keep jazz alive and thriving in your state and among the many communities and constituents you serve.

In previous years, the advocacy of JAM Partner organizations such as the International Association of Jazz Educators and locals of the American Federation of Musicians, among others, resulted in 15 governors and scores of mayors issuing proclamations declaring April to be Jazz Appreciation Month in their jurisdictions.

Our goal this year is to have Jazz Appreciation Month Proclamations from every state or territory. Leaders responding to this grassroots initiative will be highlighted on the Smithsonian's Jazz Appreciation Month website for jazz lovers everywhere to see.

The attached JAM Community Recognition Kit provides necessary information for you to request a proclamation from your Governor or Mayor. The kit includes step-by-step guidelines for requesting a proclamation, contact information for your governor, a request letter template, a sample proclamation template, and two documents covering general information about Jazz Appreciation Month. In addition, we have added templates for writing a press release and for getting media attention for your events.

Join the Smithsonian Institution in making JAM 2008 an official celebration recognized throughout the United States. If you have questions about the information provided in this packet or require assistance implementing the process, please contact Carol Sue Fromboluti at jazz@si.edu.

Thank you for your efforts in creating a great JAM 2008!

Sincerely,

John

John Edward Hasse, Ph.D.
Curator of American Music and
Founder, Jazz Appreciation Month

Requesting a Governor's Proclamation for



1. Begin early. Most states require AT LEAST one to two months advance notice. Strive to have your proclamations made before or during April 2008.
2. Locate your state/territory on the list of "Contact Information and Guidelines" provided in this kit. Some states/territories have a section entitled "guidelines."
 - a. If specific guidelines are provided, continue with the steps below but follow the guidelines when applicable.
 - b. If no extra guidelines are provided, follow this general procedure exactly.
3. Read the sample proclamation. Place the name of your state in the highlighted areas. Consider working with a library or music archivist to add a statement highlighting the role of jazz in your state's history. This may be in relation to an important jazz figure (i.e., East St. Louis, MO, home of jazz trumpeter Miles Davis) a venue (i.e., Preservation Hall, a noted jazz venue in New Orleans) or jazz event (i.e., Newport Jazz Festival) that is associated with your state.
4. Read the sample cover letter and fill in the highlighted areas. Select one individual to be the main contact for this project. Although many people will be involved, most governor's offices will want to converse with only one individual. The selected individual should sign the cover letter and provide contact information.
5. Read *JAM FAQs* and *How to Celebrate Jazz Appreciation Month*, available at http://smithsonianjazz.org/jam/jam_start.asp. Both documents provide a good overview of JAM. We suggest you print out and include these documents with your letter to the governor. Many governor's offices want to understand the importance and significance of the event to be recognized. Including these two documents in your request package should provide adequate information. However, be prepared to field any follow-up questions that may come your way.
6. Submit the cover letter, sample proclamation, information sheets on Jazz Appreciation Month, and any other necessary materials in a sealed envelope. Send your request to the address provided on the list of "Contact Information and Guidelines" (below). U.S. mail should be used unless another form of communication (fax, e-mail, etc) is mentioned in your state/territory guidelines.
8. Make a follow-up call if you receive no response within 2-3 weeks of sending your request.
9. Please let us know (jazz@si.edu) when you receive the proclamation, so we can publicize it on our website www.smithsonianjazz.org.

[Sample Proclamation for Jazz Appreciation Month]

Whereas, jazz is an original American art form that affirms the noblest aspirations of our national character, individual discipline, perseverance, and innovation;

Whereas, jazz has produced some of America's leading creative artists and ranks as one of America's greatest exports to the world;

Whereas, jazz has inspired dancers, choreographers, poets, novelists, filmmakers, classical composers, and musicians in many other kinds of music;

WHEREAS, arts education and an appreciation for the contributions of all American art forms is fundamental to the people of the state of *Your State*;

Whereas, America's jazz heritage deserves to be appreciated as broadly as possible and should be part of the education of both America's children and America's adults;

Whereas, jazz has spoken eloquently of freedom for people in the United States and abroad, and has become an international language that bridges differences and brings people of all races, ages, and backgrounds together; and

WHEREAS, we honor and recognize the outstanding work that all jazz artists, educators, and enthusiasts in the State of *Your State* present,

NOW, THEREFORE, I, *Governor's Name*, Governor of the State of *Your State*, do hereby proclaim the month of April as,

JAZZ APPRECIATION MONTH

throughout the State of *Your State*.

[Sample letter to the Governor's office]

Contact information

Address, phone, fax, e-mail, etc.

Date

Dear Governor *Governor's Name*:

On behalf of the *Your State* chapter of the International Association for Jazz Educators (IAJE) and all jazz enthusiasts in the state of *Your State*, I would like to ask you to consider writing a proclamation recognizing April as Jazz Appreciation Month in the state of *Your State*.

Jazz Appreciation Month (JAM) is a national and international event that pays tribute to jazz as both a historic and living art form. It was initiated by the Smithsonian National Museum of American History in 2002 and has been growing in popularity and strength for the past three years. *Here you should include information on how JAM has been or will be celebrated in your state. If no JAM celebrations have yet taken place in your state, explain how JAM could contribute to your state in the future and what (if anything) is being planned for the future.*

It is the belief of IAJE that a proclamation for Jazz Appreciation Month would bring more attention to this great event and help to promote further participation. By making Jazz Appreciation Month an official celebration in *Your State*, you will be joining several other governors who are working towards the same effort. It is the goal of the Smithsonian and jazz enthusiasts throughout the United States to have Jazz Appreciation Month officially declared in all fifty states and all U.S. territories for the JAM 2008 celebration.

Enclosed in this package is more detailed information on Jazz Appreciation Month and a sample proclamation. If you require more information from me I would be happy to assist you.

Thank your time and consideration and I look forward to hearing from your office in the near future.

Sincerely,

Contact's Name

U.S. State and Territorial Governors Contact Information and Guidelines

Below you will find contact information needed to request a proclamation. For the most part, state procedures for requesting a proclamation match the general guidelines provided by the Smithsonian in this packet. However, some states and territories have their own specific guidelines. We suggest that you take a moment to check this list and see if any specific requirements apply to your home office. If no guidelines are provided, you may follow the Smithsonian general steps. If a contact person is listed for your office, all information should be sent to him or her. If no contact is noted, all information should be addressed to the governor.

Alabama – Governor Robert Riley

Contact Person: Lindsay Dean
E-mail: Ldean@governor.state.al.us
Fax: 334-242-4495
Address: 600 Dexter Avenue
State Capitol
Montgomery, AL 36130

Guidelines: At least thirty days notice is required. The request must be made by an Alabama resident. Requests may be sent via e-mail, fax, or regular U.S. mail.

Alaska – Governor Frank Murkowski

Address: Office of the Governor
State Capitol
P.O. Box 110001
Juneau, AK 99811-0001
Phone: 907-465-3500

American Samoa – Governor Togiola Tulafono

Address: Office of the Governor
Executive Office Building
Third Floor
Pago Pago, AS 96799
Phone: 011-684-633-4116

Arizona – Governor Janet Napolitano

Address: Office of the Governor
1700 West Washington
Phoenix, AZ 85007
Phone: 602-542-4331

Arkansas – Governor Michael Beebe

Address: Office of the Governor
State Capitol
Room 250
Little Rock, AR 72201
Phone: 501-682-2345

California – Governor Arnold Schwarzenegger

Address: Office of the Governor
State Capitol
Sacramento, CA 95814
Phone: 916-445-2841

Colorado – Governor Bill Ritter

Address: Office of the Governor
136 State Capitol
Denver, CO 80203-1792
Phone: 303-866-2471

Connecticut – Governor M. Jodi Rell

E-mail: governor.rell@po.state.ct.us
Address: Office of the Governor
210 Capitol Avenue
Hartford, Connecticut 06106
Attn: Proclamations

Guidelines: At least four weeks notice is required. The request should include relevant information about the event and a contact name and address. Sample drafts of proclamations are accepted

Delaware – Governor Ruth Ann Minner

Contact Person: Shawn M. Snyder, Special Recognitions Coordinator
E-mail: shawn.snyder@state.de.us
Address: Office of the Governor
820 North French Street
Wilmington, DE 19801

Guidelines: A resident of Delaware, who will act as the local sponsor, must make request. The local sponsor may make their request directly to Shawn M. Snyder via e-mail or US mail

Florida – Governor Charlie Crist

Address: Office of the Governor
The Capitol
Tallahassee, FL 32399-0001
Phone: 850-488-2272
E-mail: http://www.flgov.com/contact_form_proclamation

Guidelines: The request must be submitted by a resident of Florida and should be e-mailed (no phones) at least 45 days in advance. The request should include the following: contact name and information, summary of the event, name and date of the event, proposed text (in proclamation form), indication of whether the proclamation should be mailed or picked up, a date when the proclamation is needed.

Georgia – Governor Sonny Perdue

Address: Daryl Moody
Office of the Governor
Communications Department
100 State Capitol
Atlanta, Georgia 30334
Phone: 404-656-1776
Fax: 404-657-7332

Guidelines: “1. A Georgia resident needs to make the request. 2. Requests should be made 45 days in advance of the date you need the document mailed. 3. Requests should be mailed, faxed or hand-delivered; because of the volume, we regret that we cannot honor phone requests. 4. All requests should include a contact’s name, address and telephone number. 6. Proclamations must affect a broad group of people. We cannot accept requests to honor an individual or specific organization. 7. Since the request must apply to a broad group of people, the person making the request must demonstrate that he or she has been selected to make requests on behalf of the group. 8. Proclamations should not take sides in matters of political controversy; nor should they address personal or individual convictions. If you need to contact our office, please include the following: 1. Contact person’s first and last name, address and telephone number. 2. A brief summary and/or background your organization or yourself. 3. Proposed text for your request, including four to six ‘Whereas’ clauses if appropriate.”

Guam – Governor Hafa Adai

Address: Office of the Governor
Executive Chamber
P.O. Box 2950
Hagatna, GU 96932
Phone: 671-472-8931

Hawaii – Governor Linda Lingle

Contact: Sally Harper
Address: Office of the Governor
State Capitol
Executive Chambers
Honolulu, HI 96813
E-mail: Sally.Harper@Hawaii.GOV
Fax: 808-586-0019

Guidelines: The request must be submitted via e-mail or fax two to three weeks in advance. The request must be submitted by a resident of Hawaii and must include a contact name and due date, supporting information, and a draft proclamation.

Idaho – Governor C.L. “Butch” Otter

Address: Office of the Governor
State Capitol
700 West Jefferson 2nd floor
Boise, ID 83702
Phone: 208-334-2100

Illinois – Governor Rod Blagojevich

E-mail: Governor@gov.state.il.us
Phone: 217-782-0244
Fax: 217-524-4049
Address: Governor Blagojevich
207 State House
Springfield, IL 62706

Guidelines: Two weeks notice is required. The request may be sent via e-mail, fax, phone, or U.S. mail and should include information about the event and contact information.

Indiana – Governor Mitch Daniels

Address: Office of the Governor
206 State House
Indianapolis, IN 46204
Phone: 317-232-4567
Fax: 317-232-3443

Guidelines: Three weeks notice is required. The request should include a due date (if applicable), information regarding the event, and an explanation of its significance.

Iowa – Governor Chet Culver

Address: Office of the Governor
State Capitol
Des Moines, IA 50319-0001
Phone: 515-281-5211

Kansas – Governor Kathleen Sebelius

Contact Person: Jennifer Berry, Constituent Liaison
E-mail: governor@state.ks.us or Jennifer.Berry@gov.state.ks.us
Phone: 785-296-3232
Address: Office of the Governor
Constituent Services
State Capitol
Second Floor
Topeka, KS 66612

Guidelines: The request must be submitted in writing and a draft proclamation is recommended. The request must include a “signing preference.” You may choose to have the

proclamation presented at an official signing ceremony or you may have the proclamation sent by mail. The request should be made 45 days in advance for a mailing and 6-8 weeks in advance for an official ceremony. [A detailed set of guidelines is available for Kansas. The document can be obtained by contacting Ms. Berry at Constituent Services.]

Kentucky – Governor Ernie Fletcher

Address: Office of the Governor
State Capitol
700 Capitol Avenue
Frankfort, KY 40601
Phone: 502-564-2611

Louisiana – Governor Kathleen Blanco

Address: Office of the Governor
P. O. Box 94004
Baton Rouge, LA 70804-9004
Phone: 225-342-7015
Fax: 225-342-7099

Guidelines: Submissions by fax are preferred and two weeks advanced notice is required. The request should include a proclamation draft. A formal request form may be obtained by e-mailing the governor's office via her website.

Maine – Governor John E. Baldacci

Contact Person: Doug Dunbar, Press Secretary
Address: Office of the Governor
1 State House Station
Augusta, ME 04333
Phone: 207-287-3531
E-mail: Doug.Dunbar@maine.gov

Guidelines: Requests can be made to the Press Secretary via e-mail or U.S. mail. They should include how many copies are desired, a due date, where it should be sent, and a draft proclamation.

Maryland – Governor Martin O'Malley

Address: Office of the Governor
State House
100 State Circle
Annapolis, MD, MD 21401
Phone: 410-974-3901

Massachusetts – Governor Deval Patrick

Address: Office of the Governor
Governor's Office
State House, Room 360
Boston, MA 02133
Phone: 617-725-4005

Note: If you would like to request a proclamation, please email your request, along with suggested language and background materials, at least 20 days before the print or event deadline to constituent.services@state.ma.us, by fax 617-727-9725, by U.S. Mail to Governor Deval Patrick, State House, Boston, MA 02133, or call 617-725-4005 to speak with a member of Governor Patrick's staff. Please note the Governor does not issue proclamations more than thirty days in advance.

Michigan – Governor Jennifer Granholm

Address: Office of the Governor
Governor's Office
P.O. Box 30013
Lansing, MI 48909
Phone: 517-373-3400

Minnesota – Governor Tim Pawlenty

Address: Office of the Governor
130 State Capitol
75 Constitution Avenue
St. Paul, MN 55155
Phone: 651-296-3391

Guidelines: A resident of Minnesota must make the request forty-five days in advance. All requests must be sent via U.S. mail and should include a proclamation draft.

Mississippi – Governor Haley Barbour

Address: Office of the Governor
P.O. Box 139
Jackson, MS 39205
Phone: 601-359-3150

Missouri – Governor Matt Blunt

Address: Office of the Governor
Missouri Capitol Building
Room 216
Jefferson City, MO 65101
Phone: 573-751-3222

Montana – Governor Brian Schweitzer

Address: Office of the Governor
P.O. Box 0801
Helena, MT 59620
Phone: 406-444-3111

Guidelines: Currently, the governor of Montana does not write proclamations upon request. We would suggest that a resident of Montana contact the governor's office to determine what the policy is and if there are any special exceptions to this general rule.

Nebraska – Governor Dave Heineman

Address: Office of the Governor
P.O. Box 94848
Lincoln, NE 68509-4848
Phone: 402-471-2244

Guidelines: An electronic request form can be filled out at the governor’s website. The form must be submitted at least three weeks prior to the due date.

Nevada – Governor Jim Gibbons

Address: Office of the Governor
State Capitol
101 North Carson Street
Carson City, NV 89701

Guidelines: Requests are accepted via e-mail or fax. Information on the event is required and a proclamation draft is highly recommended

New Hampshire – Governor John Lynch

Contact Person: Mark Laliberte, Proclamation Writer
Address: Office of the Governor
State House, Room 208
107 N. Main Street
Concord, NH 03301
Phone: 603-271-2121
E-mail: [Mlaliberte@NH.GOV](mailto:mlaliberte@NH.GOV)

Guidelines: The request may be sent via e-mail or U.S. mail and two weeks advanced notice is required. The request must include information on the event, a draft proclamation, and a contact name with e-mail. A sample draft will be sent to the contact person for approval before a final copy is printed.

New Jersey – Governor John Corzine

Address: Office of Constituent Relations
State House
PO Box 001
Trenton NJ, 08625
Fax: 609-292-3454

Guidelines: Thirty days advanced notice is required. Requests may be submitted via e-mail, fax, or U.S. mail. The request should include information regarding the event and a draft proclamation. [This information can be found in a more formal document if you e-mail the governor’s office. His website provides the appropriate e-mail address for general inquiries.]

New Mexico – Governor Bill Richardson

Address: Governor's Office
State Capitol, Fourth Floor
Santa Fe, NM 87300
Phone: 505-476-2200

New York – Governor Eliot Spitzer

Address: The Honorable Eliot Spitzer
Governor, New York State
State Capitol Building
Albany, New York 12224
Attention: Proclamations Office

Guidelines: A “concise, clearly written, signed request (on organization letterhead when appropriate)” should be sent via U.S. mail thirty days prior to the due date. The request must include background information on the event, proclamation due date, and contact information including address and phone. If your organization has done any other business with the Governor’s office, copies of those papers may also be included.

North Carolina – Governor Michael Easley

Contact: Mr. Pat Thompson
E-mail: pat.thompson@ncmail.net
Fax: 919-733-2120
Address: Pat Thompson
Office of the Governor
20301 Mail Service Center
Raleigh, NC 27699-0301

Guidelines: The request must be made via e-mail, fax, or U.S. mail and a draft of the proclamation is required. A resident of North Carolina must submit the request four weeks prior to the event. [This information can be found in a more formal document if you contact Mr. Thompson.]

North Dakota – Governor John Hoeven

Address: Office of the Governor
State Capitol
600 East Boulevard Avenue, Department 101
Bismarck, ND 58505-0001
Phone: 701-328-2200

Guidelines: A resident of North Dakota must make request via U.S. mail thirty days prior to the event. The request should include background on the event.

Northern Mariana Islands – Governor Benigno Repeki Fitial

Address: Office of the Governor
Caller Box 10007
Capitol Hill
Saipan, MP 96950

Phone: 670-664-2280

Ohio – Governor Ted Strickland

Address: Office of the Governor
77 South High Street
30th Floor
Columbus, OH 43215-6117
Phone: 614-466-3555

Oklahoma – Governor Brad Henry

Address: Office of the Governor
Governor's Office
State Capitol Building, Suite 212
Oklahoma City, OK 73105
Phone: 405-521-2342

Oregon – Governor Ted Kulongoski

Contact Person: Rebecca Feathers
Address: Office of the Governor
900 Court Street NE
Room 160
Salem, OR 97301-4047
E-mail: Rebecca.Feathers@state.or.us
Phone: (503) 378-3111 ext. 273

Pennsylvania – Governor Edward Rendell

Address: Office of the Governor
Room 225
Main Capitol Building
Harrisburg, PA 17120
Phone: 717-787-2500
E-mail: governor@state.pa.us

Guidelines: The request must be sent via e-mail or U.S. mail thirty days in advance. The request must include supporting documentation and background information on JAM. A statement on jazz's impact on Pennsylvanians is also strongly encouraged.

Puerto Rico – Governor the Commonwealth of Puerto Rico Anibal Acevedo Vila

*Note: The government of Puerto Rico produces proclamations through the Department of State of Puerto Rico. For that reason, the following information pertains to that office, not the Office of the Governor.

Address: PO Box 9023271
San Juan, PR 00902-3271
Phone: 1-787-722-2121
Website: www.estado.prstar.net

Guidelines: Information on how to receive a proclamation through the Department of State can be obtained by requesting the information via phone or sending a written request.

Rhode Island – Governor Don Carcieri

Address: Office of the Governor
State House
Providence, RI 02903-1196
Phone: 401-222-2080

South Carolina – Governor Mike Sanford

Contact Person: Ashlie Lancaster, Special Projects Coordinator
E-mail: governor@govoepp.state.sc.us
Fax: 803-734-0396
Address: PO Box 12267
Columbia, SC 29211

Guidelines: The request must be submitted via e-mail, fax, or U.S. mail with two weeks advance notice. The request must include information on what the proclamation is for and when it is needed by, contact information, and relevant information on the event. In particular, any relationships between South Carolina and the history of jazz would be helpful.

South Dakota – Governor Mike Rounds

Address: Office of the Governor
500 East Capitol Avenue
Pierre, SD 57501
Phone: 605-773-3212

Tennessee – Governor Phil Bredesen

Address: Office of the Governor
State Capitol
Nashville, TN 37243-0001
Phone: 615-741-2001

Guidelines: A resident of Tennessee must submit request via U.S. mail. A proclamation draft is required.

Texas – Governor Rick Perry

Address: Office of the Governor
P.O. Box 12428
Austin, TX 78711
Phone: 512-463-2000

Utah – Governor Jon Huntsman, Jr.

E-mail: aesmith@utah.gov
Fax: 801-538-1528
Address: Utah State Capitol
East Office Building, Suite E220
P.O. Box 142220
Salt Lake City, UT 84114-2220

Phone: 801-538-1000

Guidelines: A resident of Utah must submit the request via e-mail, fax, or U.S. mail two weeks prior to the event. Only one person may be designated as the point of contact. A draft of the proclamation is required.

Vermont – Governor Jim H. Douglas

Address: Office of the Governor
109 State Street
Montpelier, VT 05609
Phone: 802-828-3333

Virgin Islands – Governor John de Jongh

Address: Office of the Governor
Government House
21-22 Kongens Gade
Charlotte Amalie
St. Thomas, VI 00802
Phone: 340-774-0001

Virginia – Governor Tim Kaine

Address: Office of the Governor
State Capitol
Richmond, VA 23219
Phone: 804-786-2211

Washington – Governor Christine Gregoire

Address: Governor Christine Gregoire
Office of the Governor
PO Box 40002
Olympia, WA 98504-0002
Fax: 360-753-4111

Guidelines: Two weeks advanced notice is required. The request must include, contact name, address, phone number, and a due date.

West Virginia – Governor Joe Manchin III

Address: Office of the Governor
State Capitol Complex
Charleston, WV 25305-0370
Phone: 304-558-2000

Wisconsin – Governor Jim Doyle

Address: Office of the Governor
State Capitol
115 East
Madison, WI 53702
Phone: 608-266-1212

Wyoming – Governor Dave Freudenthal

Address: Office of the Governor
State Capitol Building
Room 124
Cheyenne, WY 82002

Phone: 307-777-7434

E-mail: Governor@state.wy.us

Guidelines: Two weeks notice is required. A resident of Wyoming must submit the request via e-mail or U.S. mail