



Architecture Week Proclamation Guide

Architecture Week is an annual public celebration of architecture. Its goal is to raise public awareness and appreciation of architecture and showcase the impact and value of design, with a particular focus on inspiring and educating K-12 students. Architecture Week occurs on an annual basis the week of April which straddles April 15 (AIA's Founder's Day).

A long-term goal is to institute a National Architecture Week in April, thereby increasing the opportunities for K-12 student-focused institutions to incorporate architecture education into their programs. In an effort to move toward this goal, it is AIA's hope that AIA components will institute Architecture Week proclamations at their local and state levels.

Steps to initiate a proclamation:

1. Contact your state or local government office. This can frequently be done via online form or email. Simply search "proclamation" on your governmental website.
2. Draft your proclamation. (See below.)
3. Follow the submission guidelines provided by your state or local government office. This typically includes:
 - A draft text of the proclamation in the preferred format ([draft](#))
 - The purpose of the proclamation (*Architecture Week*)
 - The date when the proclamation is needed (*March 15, 2025*)
 - The date(s) of the day, week, or month of the event to be proclaimed (*April 13-19, 2025*)
 - A brief history of your organization (*The American Institute of Architects (AIA) was founded on April 15, 1857. Every day, AIA's ~100,000 members work to advance our nation's quality of life and protect the public's health, safety and welfare. Members across the country and throughout the world create the places where people live and learn, work, and play.*)
 - The name and daytime telephone number and/or email address of the contact person (*your name and contact information*)
4. Allow enough time. (*It is recommended you complete this process by the end of January, 2025. The earlier, the better with a minimum of two months' lead time.*)
5. Celebrate! Create a press release, invite local officials and the press to your ArchWeek event, and post on social media. #architectureweek #aia