Charlottesville Sister Cities Commission
Peace Through People: Fostering International Partnerships & Cultural Understanding

HOW TO PROPOSE A SISTER CITY

Establishing a Sister City begins with the formation of an Advocate Group of area residents who are willing to take the lead in connecting with equally committed residents of the proposed Sister City. With those contacts established, the Advocate Group is ready to begin the proposal process.

The Charlottesville Sister Cities Commission asks that the Advocate Group use the following outline in preparing a Sister City proposal. This outline format ensures your group will include all necessary information in a format that ensures efficient review. Please use the exact wording for the headings and the related questions shown.

Part One: Background Information

1. Please provide the names, mailing addresses, e-mail addresses, and telephone numbers of all members of the Advocate Group.

2. Does Charlottesville already have a Sister in the same country as the proposed city?

3. Does the proposed city have a U.S. Sister City or other Sister City? (The Commission prefers the proposed city not have other U.S. Sisters, but it is acceptable so long as the parties agree.)

4. If the proposed city already has Sister Cities, how successful are those relationships?

5. What are the demographics and ethnic diversity of the proposed Sister City?

6. What are the geography and environment in the proposed Sister City (e.g., rivers, bays, harbors, mountains, farmland; air quality, parks and other green space)?

7. Has the Advocate Group established a contact person within the proposed city's government or other organization? (If so, please provide contact information: name, address, phone number, and e-mail.)

8. Are there Charlottesville residents who are nationals from the country that is being considered? (If so, please provide contact information for each: name, address, phone number, and e-mail.)

9. Are there Charlottesville residents who speak the language of the proposed city and are available for interpreting?

10. What types of exchanges could our cities and their citizens engage in?

Part Two: Cultural, Civic, and Educational Factors

1. What are the cultural institutions of the proposed city (e.g., museums and galleries, libraries, theater, music, dance, libraries)?

2. What local civic organizations does it have (e.g., akin to Rotary, Lions, Kiwanis, Scouts, ethnic clubs)?

3. What amateur (youth and adult) and professional sports does it have (e.g., soccer, tennis, water sports, golf, hockey, lacrosse, basketball, baseball)?

4. What educational institutions does it have (e.g., preschool, elementary, secondary, postsecondary, technical, medical, law)?

5. What hospitals, health facilities, and social services does it have?

6. Is its language taught in Charlottesville public schools, private schools, language clubs, the University of Virginia, and/or Piedmont Virginia Community College?

7. Is English taught in its school system or other institutions or clubs?

8. What is its history? Are there any ties to the United States and/or Charlottesville?

9. Who or what are its major historical individuals or events?

Part Three: Economic and Commercial Factors

1. What are the proposed city's key industries (e.g., banking, biotech, environmental conservation, manufacturing, medical research, military, shipping, tourism)?

2. What are its past, current, and projected economic conditions, initiatives, and developmental opportunities?

3. What is its trade and investment climate?

4. Does it have a Chamber of Commerce?

5. What transportation options does it offer (e.g., air, rail, bus)?

6. Does it have practical training opportunities (e.g., work force training, hospitality, information technology, culinary institutes)?

7. What does it offer tourists (hotels, festivals, attractions)? Please provide the number of tourists who visit there annually.

Part Four: Political and Governmental Factors

1. Is there a diplomatic presence in the United States and in the country under consideration?

2. What protocol resources are available (e.g. embassies, consulates)?

3. Does the United States have visa regulations for the proposed country? What is the ease of securing visas from each country to the other?

4. What is the proposed city's political climate?

5. What is its governmental structure?