



WORTHING BOROUGH
COUNCIL

MAYORAL ENGAGEMENT FORM

Please check the Civic Head's availability on the calendar on the website

Please complete in BLOCK CAPITALS if you are submitting a handwritten form

Please complete and email this form to: democratic.services@adur-worthing.gov.uk
(We will aim to reply within 14 working days)

Event details			
Title of event			
Date of event			
Time of event	From:		To:

About your organisation	
Name of organisation	
Name of Chief Exec, etc	

Name & contact details of event organiser			
Name			
Phone Number			
E-mail Address			
Contact no on day of event			
Can these contact details be made public? (see GDPR note at end)		Yes	No

Where is the event being held			
Address			
			Postcode:
Parking details	On site	On road	Public car park
or other parking details (please specify)			

When should the Mayor arrive and when can they leave (to be accompanied by either the Mayor's Consort/Partner/Guest)			
When should the Deputy Mayoress arrive and when can they leave (if representing the Mayor) (to be accompanied by either their Partner/Guest)			
Arrive:		Leave:	

Is the Mayor expected to make a speech or presentation?

Is the Deputy Mayoress expected to make a speech or presentation?

(if representing the Mayor)

Please tick one only

<input type="checkbox"/>	Yes - make a speech	<input type="checkbox"/>	Yes - make a presentation	<input type="checkbox"/>	Yes - other	<input type="checkbox"/>	No
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If yes, please give details:

Other notes

You may also attach files if this is easier

Provide useful background information about this event which may assist the Mayor
eg: Annual Report / Programme / Agenda / Order of Service / Lesson to be read / Other, etc.

Dietary and Drink Requirements:

The Mayor:

- Does drink alcoholic beverages
- No allergies

The Mayor's Consort:

- Does drink alcoholic beverages
- No allergies

The Deputy Mayoress:

- Does not drink alcoholic beverages
- No allergies

Press releases:

You are requested to ensure you carry out your own publicity. However please note that this does not mean that the local media will attend all engagements

GDPR:

The Civic Office is GDPR compliant and no contact details will be published unless you give us permission to. All information collected will be used by the Civic Office for intended purpose(s) only. The Council's Privacy and Data Protection policies can be viewed at:

<https://www.adur-worthing.gov.uk/meetings-and-decisions/privacy-notice/>