

Event details

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)

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 e	event organiser				
Name					
Phone Number					
E-mail Address					
Contact no on day of event					
Can these contact details be	made public? (see	GPDR note a	nt end)	Yes	No
Whore is the event being b	ald				
Where is the event being he					
Address	eiu				
	eiu				
	eiu				
	eiu		Postcode:		
	On site	On	Postcode:	Publi	c car park
Address		On		Publi	c car park
Address Parking details or other parking details		On		Publi	c car park
Address Parking details or other parking details (please specify) When should the Mayor arr	On site	n they leave	road	Publi	c car park
Address Parking details or other parking details (please specify) When should the Mayor arr (to be accompanied by either	On site	n they leave sort/Partner/G	road Guest)	Publi	c car park
Address Parking details or other parking details (please specify) When should the Mayor arr	On site Tive and when can the Mayor's Constayoress arrive	n they leave sort/Partner/G	road Guest) they leave	'	c car park
Parking details or other parking details (please specify) When should the Mayor arr (to be accompanied by either When should the Deputy M	On site Tive and when can the Mayor's Constayoress arrive	n they leave sort/Partner/G	road Guest) they leave	'	c car park
Address Parking details or other parking details (please specify) When should the Mayor arr (to be accompanied by either When should the Deputy M (if representing the Mayor) (to	On site Tive and when can the Mayor's Constayoress arrive	n they leave sort/Partner/G nd when can by either the	road Guest) they leave	'	c car park

	Name of person(s) meeting or escorting Mayor (and Mayor's Consort/Partner/Guest)							
Name of person(s) meeting or escorting Deputy Mayoress								
(if representing the Mayor) (and Partner/Guest)								
	me							
Titl	e / job role							
Wh	Who should attend Please tick one only					nly		
Ма	yor only	Deputy Mayor only						
	yor and Mayor's nsort / Partner / Guest	Deputy Mayor and Guest / Partner						
Ма	yor and Deputy Mayor (wit	h Consorts /	/ Guest	ts / F	Partners)			
adv	ase note: If the Mayor and/or L rise who may attend in their pl nfirmed.							
Dre	ess code						Please tick as requ	ired
Ma				Fer	male:			
	Smart lounge suit				Smart daytime day dress / trouser suit			
	Casual informal (eg trousers and shirt)				Casual / informal day dress			
	Dinner jacket (black tie)				Cocktail dress / evening dress			
Other				Traditional dress				
					Hat / other			
Civic Insignia to be worn Please note: If appropriate the Mayor will wear the chain of office at functions attended outside of the Borough as requested by the hosting organisation, with approval from the relevant authority. Please tick one only								
	Badge & Ribbon	Full Chain au Mayor (for exceptiona			and Badge onal occasions)		Badge & Ribbon Deputy Mayoress	
	Mayor	Mayor			_			
Giv	1 -	Mayor (for ex	ception	al oc	casions)	s evei	Deputy Mayoress	

Is	•	a speech or presentation? ed to make a speech or preser	ntati	on? <i>Please tick</i>	one	only
	Yes - make a speech	Yes - make a presentation		Yes - other		No
If y	res, please give details:					

Other notes	You may also attach files if this is easier
Provide useful background information about this event eg: Annual Report / Programme / Agenda / Order of Service	

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/