| C:\temp\A&W 2017 logos - new files\2017-wbc\WBC-Positive\WBC-Pin-Pos-Master.png | **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](mailto: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 GPDR 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 Mayoress/Partner/Guest)* | | | |
| --- | --- | --- | --- |
| **When should the Deputy Mayor arrive and when can they leave** *(if representing the Mayor) (to be accompanied by either their Partner/Guest)* | | | |
| Arrive: |  | Leave: |  |

| **Name of person(s) meeting or escorting Mayor** *(and Mayoress/Partner/Guest)* | |
| --- | --- |
| **Name of person(s) meeting or escorting Deputy Mayoress** *(if representing the Mayor) (and Partner/Guest)* | |
| Name |  |
| Title / job role |  |

| **Who should attend**  ***Please tick one only*** | | | |
| --- | --- | --- | --- |
| Mayor only |  | Deputy Mayoress only |  |
| Mayor and Mayoress/Partner/Guest |  | Deputy Mayoress and Guest/Partner |  |
| Mayor and as well as Deputy Mayoress (with Mayoress/Guest/Partner) | | |  |
| ***Please note: If the Mayor and/or Deputy Mayor are unavailable to attend then the Civic Office will advise who may attend in their place. If this is the case then you will be informed when the booking is confirmed.*** | | | |

| **Dress code**  ***Please tick as required*** | | | |
| --- | --- | --- | --- |
| Male: | | Female: | |
|  | 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**  Mayor |  | **Full Chain and Badge**  Mayor  *(for exceptional occasions)* |  | **Badge & Ribbon**  Deputy Mayoress |

| **Give a brief description of the Mayor’s role at this event**  **Give a brief description of the Deputy Mayoress’ role at this event** *(if representing the Mayor)* |
| --- |
|  |

| **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*** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes - make a speech |  | Yes - make a presentation |  | Yes - other |  | No |
| 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 and****Mayoress (HALAL)**

* No alcoholic beverages
* Tea/coffee, bottled water and fruit juices
* No allergies

**The Deputy Mayoress**

* Vegetarian
* Plant based milk in tea/coffee
* Non carbonated soft drinks
* Does 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/>