



CHAIR ENGAGEMENT FORM

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 <i>GPDR note at end</i>)	<input type="checkbox"/>	Yes	<input type="checkbox"/>
	<input type="checkbox"/>	No	<input type="checkbox"/>

Where is the event being held			
Address			
		Postcode:	
Parking details	<input type="checkbox"/>	On site	<input type="checkbox"/>
	<input type="checkbox"/>	On road	<input type="checkbox"/>
or other parking details			

When should the Chair arrive and when can they leave (includes their Guest or Partner)			
When should the Vice Chair arrive and when can they leave (if representing the Chair) (includes their Guest or Partner)			
Arrive:		Leave:	

Name of person(s) meeting or escorting Chair (and Guest or Partner)	
Name of person(s) meeting or escorting Vice Chair (if representing the Chair) (and their Guest or Partner)	
Name	
Title / job role	

Who should attend				<i>Please tick one only</i>
Chair only	<input type="checkbox"/>	Both Chair and Guest/Partner	<input type="checkbox"/>	
Vice Chair only	<input type="checkbox"/>	Vice Chair and Guest/Partner	<input type="checkbox"/>	
Please note: If the Chair and/or their Consort 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				<i>Please tick as required</i>
Male:		Female:		
<input type="checkbox"/>	Smart Lounge suit	<input type="checkbox"/>	Smart Daytime Day Dress/Trouser Suit	
<input type="checkbox"/>	Dinner jacket (black tie)	<input type="checkbox"/>	Cocktail dress / Evening Dress	
<input type="checkbox"/>	Casual Informal (<i>eg trousers and shirt</i>)	<input type="checkbox"/>	Casual/Informal Day Dress	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Hat / Other:	

Civic Insignia to be worn				<i>Please tick one only</i>
<i>Please note: If appropriate the Chair will wear the chain of office at functions attended outside of the District as requested by the hosting organisation, with approval from the relevant authority.</i>				
<input type="checkbox"/>	Full Chain and Badge Chair only	<input type="checkbox"/>	Badge & Ribbon Chair	<input type="checkbox"/>
				Badge and Ribbon Vice Chair

Give a brief description of the Chair's role at this event				
Give a brief description of the Vice Chair's role at this event <i>(if representing the Chair)</i>				

Is the Chair expected to make a speech or presentation?				<i>Please tick one only</i>
Is the Vice Chair expected to make a speech or presentation? <i>(if representing the Chair)</i>				
<input type="checkbox"/>	Yes - make a speech	<input type="checkbox"/>	Yes - make a presentation	<input type="checkbox"/>
				<input type="checkbox"/>
			Yes - other	<input type="checkbox"/>
			No	<input type="checkbox"/>
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 Chair
eg: *Annual Report / Programme / Agenda / Order of Service / Lesson to be read / Other, etc.*

Dietary and Drink requirements:**The Chair**

- Wheat intolerant
- Does not Drink Caffeine

The Vice Chair

- None

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 Democratic Services Privacy and Data Protection policy can be viewed at:
<https://www.adur-worthing.gov.uk/meetings-and-decisions/privacy-notice/>