

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 deta	ails									
Title of event										
Date of ev	ent									
Time of ev	ent	From:				To:				
						•				
About you	ır organisation									
Name of o	rganisation									
Name of C	hief Exec, etc									
Name & c	ontact details of e	event or	ganiser							
Name										
Phone Number										
E-mail Add	Iress									
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	On site		On	road		Public car park		
	rking details									
(please sp	ecity)									
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:	5 2727 (00			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	ame						
Title / job role							
Who should attend						Please tick on	e only
Mayor only			Deputy Mayoress only				
Mayor and Mayoress/Partner/Guest			Deputy Mayoress and Guest/Partner				
Mayor and as well as Deputy I	Mayoress	(with	n Mayo	ess/Guest/F	Par	tner)	
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 re	quired
Male:			Fe	male:			
Smart Lounge suit	Smart Lounge suit			Smart Daytime Day Dress/Trouser Suit			
Casual informal (eg trouse	Casual informal (eg trousers and shirt)			Casual/Informal Day Dress			
Dinner jacket (black tie)	Dinner jacket (black tie)			Cocktail dress / Evening Dress			
Other	` ` ` `			Traditional	Traditional Dress		
				Hat / Other			
Civic Insignia to be worn Please note: If appropriate the Mayor requested by the hosting organisation Badge & Ribbon Mayor				and Badge			
Give a brief description of the Give a brief description of the (if representing the Mayor)					· e	vent	

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 y	es, please give details:							

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

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/