



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 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 the Deputy Mayoress/Partner/Guest)			
Arrive:		Leave:	

Name of person(s) meeting or escorting Mayor (and Mayoress/Partner/Guest)	
Name of person(s) meeting or escorting Deputy Mayor <i>(if representing the Mayor) (and Deputy Mayoress/Partner/Guest)</i>	
Name	
Title / job role	

Who should attend		Please tick one only	
Mayor only	<input type="checkbox"/>	Deputy Mayor only	<input type="checkbox"/>
Mayor and Mayoress/Partner/Guest	<input type="checkbox"/>	Deputy Mayor and Deputy Mayoress/ Guest/Partner	<input type="checkbox"/>
Mayor and as well as Deputy Mayor (with Mayoress/Deputy Mayoress/Guest/Partner)		<input type="checkbox"/>	
<i>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.</i>			

Dress code		Please tick as required	
Male:		Female:	
<input type="checkbox"/>	Smart Lounge suit	<input type="checkbox"/>	Smart Daytime Day Dress/Trouser Suit
<input type="checkbox"/>	Casual informal (eg trousers and shirt)	<input type="checkbox"/>	Casual/Informal Day Dress
<input type="checkbox"/>	Dinner jacket (black tie)	<input type="checkbox"/>	Cocktail dress / Evening Dress
<input type="checkbox"/>	Other	<input type="checkbox"/>	Traditional Dress
<input type="checkbox"/>		<input type="checkbox"/>	Hat / Other
<input type="checkbox"/>		<input type="checkbox"/>	

Civic Insignia to be worn			
<i>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.</i>			
Please tick one only			
<input type="checkbox"/>	Badge & Ribbon Mayor	<input type="checkbox"/>	Full Chain and Badge Mayor <i>(for exceptional occasions)</i>
<input type="checkbox"/>		<input type="checkbox"/>	Badge & Ribbon Deputy Mayor & Deputy Mayoress

Give a brief description of the Mayor's role at this event Give a brief description of the Deputy Mayor and Deputy Mayoress's role at this event <i>(if representing the Mayor)</i>

Is the Mayor expected to make a speech or presentation?
Is the Deputy Mayor 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 (DIABETIC)

- Vegetarian
- Tea/coffee, non-sparkling bottled water and fruit juices
- Drinks alcohol
- No allergies

The Deputy Mayor and Deputy Mayoress (HALAL)

- No alcoholic beverages
- Tea/coffee, bottled water and fruit juices
- 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/>