



MAYORAL ENGAGEMENT FORM

Please check the Mayor's availability on the calendar on the website

Please read the notes
If handwriting please complete in BLOCK CAPITALS

Please complete and email this form to democratic.services@adur-worthing.gov.uk

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 to be made public? (see GPDR note at end)	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

Where is the event?			
Address			
			Postcode:
Parking details	<input type="checkbox"/>	On site	<input type="checkbox"/>
	<input type="checkbox"/>	On road	<input type="checkbox"/>
or other parking details			
	<input type="checkbox"/>	Public car park	<input type="checkbox"/>

When should the Mayor and Mayoress arrive and when can they leave			
Arrive:		Leave:	

Name of person(s) meeting or escorting Mayor and Mayoress	
Name	
Title / job role	

Who should attend			<i>Please tick one only</i>
<input type="checkbox"/>	Mayor only	<input type="checkbox"/>	Mayoress only
<input type="checkbox"/>	Both Mayor & Mayoress		
<i>Please note: If the Mayor and/or Mayoress 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				<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"/>	Casual informal (eg trousers and shirt)	<input type="checkbox"/>	Casual Informal	
<input type="checkbox"/>	Dinner jacket (black tie)	<input type="checkbox"/>	Cocktail dress	<input type="checkbox"/>
		Evening dress		

			Hat
	Other:		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

<input type="checkbox"/>	Full Chains and Badge	<input type="checkbox"/>	Mayoral Robe (if required)	<input type="checkbox"/>	Badge and Ribbon
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Give a brief description of the Mayor's role at this event

Is the Mayor expected to make a speech or presentation?

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.

Please Note:

The Mayor and Mayoress's dietary requirements:

- The Mayor and Mayoress have no dietary requirements and no alcohol preference

The Deputy Mayor's dietary requirements:

- The Deputy Mayor has no dietary requirements and no alcohol preference

Press releases:

- Although the local media (radio, TV and newspapers) are notified by the Civic Office of the Mayor's engagements you are requested to ensure you carry out your own publicity.
- The Press may not 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/>

For office use only: