|  | **CHAIRMAN 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](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 |  | | | | | | |

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

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

| **Who should attend**  *Please tick one only* | | | |
| --- | --- | --- | --- |
| Chairman only |  | Both Chairman and Guest/Partner |  |
| Vice Chairman only |  | Vice Chairman and Guest/Partner |  |
| ***Please note: If the Chairman 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**  *Please tick as required* | | | |
| --- | --- | --- | --- |
| Male: | | Female: | |
|  | Smart Lounge suit |  | Smart Daytime Day Dress/Trouser Suit |
|  | Dinner jacket (black tie) |  | Cocktail dress / Evening Dress |
|  | Casual Informal *(eg trousers and shirt)* |  | Casual/Informal Day Dress |
|  | Other: |  | Hat / Other: |

| **Civic Insignia to be worn**  *Please note: If appropriate the Chairman 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.*  ***Please tick one only*** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **Full Chain and Badge**  Chairman only |  | **Badge & Ribbon**  Chairman |  | **Badge and Ribbon**  Vice Chairman |

| **Give a brief description of the Chairman’s role at this event** |
| --- |
| **Give a brief description of the Vice Chairman’s role at this event** *(if representing the Chairman)* |
|  |

| **Is the Chairman expected to make a speech or presentation?** *Please tick one only* | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Is the Vice Chairman expected to make a speech or presentation?** *(if representing the Chairman)* | | | | | | | |
|  | 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 Chairman  *eg: Annual Report / Programme / Agenda / Order of Service / Lesson to be read / Other, etc.* |
|  |

**Dietary and Drink requirements:**

**The Chairman and Consort**

* No dietary requirements or allergies; does not drink tea or coffee
* No alcohol preference and drinks bottled water and soft drinks
* Chairman’s Consort: Vegetarian and drinks tea and coffee

**The Vice Chairman**

* Does not eat red meat
* Does not drink alcohol

**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/>