



MAYORAL ENGAGEMENT FORM

Please read the notes overleaf
If handwriting please complete in BLOCK CAPITALS

Contact: Liz McCarthy, Mayor's Assistant, Worthing Town Hall, Chapel Road, Worthing, BN11 1HA

Please complete and email this form to email liz.mccarthy@adur-worthing.gov.uk Tel: 01903 221018

Event details *Please check the Mayor's availability on the calendar on the website*

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 GDPR note at end)	<input type="checkbox"/>	Yes	<input type="checkbox"/>
	<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			

When should the Mayor and Mayoress arrive and when can they leave

Arrive:		Leave:	
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Name of person(s) meeting or escorting Mayor and Mayoress

Name	
Title / job role	

Who should attend *Please tick one only*

<input type="checkbox"/>	Mayor only	<input type="checkbox"/>	Mayoress only	<input type="checkbox"/>	Both Mayor & Mayoress
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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.

Dress code *Please tick as required*

Male:		Female:	
<input type="checkbox"/>	Lounge suit	<input type="checkbox"/>	Daytime smart dress
<input type="checkbox"/>	Dinner jacket (black tie)	<input type="checkbox"/>	Cocktail dress
<input type="checkbox"/>	Smart casual (eg trousers and shirt)	<input type="checkbox"/>	Evening dress
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Smart casual
<input type="checkbox"/>		<input type="checkbox"/>	Hat
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Other:

Civic Insignia to be worn			<i>Please tick one only</i>		
<input type="checkbox"/>	Full Chains and Badge	<input type="checkbox"/>	Mayoral Robe (if required)	<input type="checkbox"/>	Badge and Ribbon
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.					

Give a brief description of the Mayor's role at this event

Is the Mayor expected to make a speech or presentation?				<i>Please tick one only</i>			
<input type="checkbox"/>	Yes - make a speech	<input type="checkbox"/>	Yes - make a presentation	<input type="checkbox"/>	Yes - other	<input type="checkbox"/>	No
If yes, please give details:							

Is the Mayoress expected to make a speech or presentation?				<i>Please tick one only</i>			
<input type="checkbox"/>	Yes - make a speech	<input type="checkbox"/>	Yes - make a presentation	<input type="checkbox"/>	Yes - other	<input type="checkbox"/>	No
If yes, please give details:							

Other notes	<i>You may also attach files if this is easier</i>
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 has a prosthetic leg and cannot stand for long periods of time or walk long distances
- Please ensure that he has a sturdy chair to sit on at the event as he needs leverage to get up easily
- Suitable Parking to be available near the venue if possible

The Mayor and Mayoress' dietary requirements:

- The Mayor does not have any special requirements although he is a diabetic and does not eat desserts but will have cheese and biscuits
- The Mayoress does not eat cheese or fish but she will eat prawns and mussels
- The Mayor drinks decaf coffee and sparkling bottled water
- The Mayoress drinks non-sparkling bottled water
- They do not drink alcohol

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: