



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
(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				<i>Please tick one only</i>
Chairman only	<input type="checkbox"/>	Both Chairman and Guest/Partner	<input type="checkbox"/>	
Vice Chairman only	<input type="checkbox"/>	Vice Chairman and Guest/Partner	<input type="checkbox"/>	
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				<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"/>	Dinner jacket (black tie)	<input type="checkbox"/>	Cocktail dress / Evening Dress	
<input type="checkbox"/>	Casual Informal (<i>eg trousers and shirt</i>)	<input type="checkbox"/>	Casual/Informal Day Dress	
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Hat / Other:	

Civic Insignia to be worn				<i>Please tick one only</i>
<i>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.</i>				
<input type="checkbox"/>	Full Chain and Badge Chairman only	<input type="checkbox"/>	Badge & Ribbon Chairman	<input type="checkbox"/>
				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 <i>(if representing the Chairman)</i>

Is the Chairman expected to make a speech or presentation?				<i>Please tick one only</i>
Is the Vice Chairman expected to make a speech or presentation? <i>(if representing the Chairman)</i>				
<input type="checkbox"/>	Yes - make a speech	<input type="checkbox"/>	Yes - make a presentation	<input type="checkbox"/>
				<input type="checkbox"/>
			Yes - other	<input type="checkbox"/>
			No	<input type="checkbox"/>
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/>