

Event details

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)

Title of event									
Date of event									
Time of event	From	1:			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 GF	PDR no	ote at	end)		Yes		No
Where is the event being he	eld								
Address									
					Postcode:		_		
Parking details		n site		On road		Public car		r 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:		L	.eave:						
<u> </u>									

Name of person(s) meeting or escorting Mayor (and Mayoress/Partner/Guest)									
Name of person(s) meeting or escorting Deputy Mayor (if representing the Mayor) (and Deputy Mayoress/Partner/Guest)									
ame									
le / job role									
Who should attend Please tick one of						e only			
ayor only	Deputy Mayor only								
			Deputy Mayor and Deputy Mayoress/ Guest/Partner						
ayor and as well as Deputy	Mayor (wit	h Mayo	ress	/Deputy Ma	yor	ess/Guest/Partner)			
o may attend in their place. It t	ilis is the Ca	ise trieri	you	wiii be iiiioriii	leu	when the booking is com	rineu.		
ess code						Please tick as red	auired		
ale:			Fe	male:					
Smart Lounge suit	Smart Daytime Day Dress/Trouser S			uit					
				Casual/Informal Day Dress					
Dinner jacket (black tie)				Cocktail dress / Evening Dress					
Other			Traditional Dress						
				Hat / 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									
,	, , ,						ne only		
Badge & Ribbon		Chain a	nd E	Badge		Badge & Ribbon	ne only		
	Full (r		_		Deputy Mayor &	ne only		
Badge & Ribbon	Full (r		Badge casions)		_	e only		
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Is	the Mayor expected to ma the Deputy Mayor expector representing the Mayor)	Please tick	one	only		
	Yes - make a speech	Yes - make a presentation		Yes - other		No
If y	ves, 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/