

Civic Office Engagement Form

Please complete all sections of the form below **CLEARLY** and return at least 2 weeks prior to your event to: Mayor@Swale.gov.uk *The Mayor's attendance will not be confirmed without this form being completed by you and acknowledged by the Civic Office.*

Name of event:	
Date of event:	
Start and finish time of event:	
<u>Mayor arrival time:</u>	
Venue address - including <u>postcode</u>:	
What will be taking place at the event?	
Are there any specific duties you would like the Mayor to perform for example a Speech?	
Who will meet the Mayor on arrival at your event?	
Will a parking space be reserved for the Civic car - <u>if so where?</u>	
Any background information that will be useful for the Mayor to know in advance: Please note this information may be used to inform the press and public about your event via our web site/media contacts	
Name of main contact: Telephone number(s): Email address:	

Protocol Guidance:

- For any speeches please introduce the Mayor as: “*The Worshipful, The Mayor of Swale, Councillor Karen Watson*”. She can also be addressed as “*Madam Mayor*”. The Mayor will usually attend with her consort Allan Watson and Civic Attendant Ian Morris.
- The order of precedence for making a speech would be the Mayor of Swale first, followed by the chairman or president of your organisation.
- If the Deputy Mayor is representing the Mayor at your event please address him as The Deputy Mayor of Swale Cllr Derek Carnell. The Deputy Mayor will usually attend with the Deputy Mayoress Pat Carnell.
- **Dietary requirements:** The Mayor is allergic to onions and similar, such as leeks
- **Dietary requirements:** The Deputy Mayor has no special dietary requirements.