

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, Cllr Derek Carnell*”. He can also be addressed as “*Mr Mayor*”. The Mayor will usually attend with the Mayoress, Mrs Pat Carnell 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 her as Deputy Mayor of Swale, Cllr Angela Harrison.
- **Dietary requirements:** The Mayor and Mayoress have no special dietary requirements
- **Dietary requirements:** The Deputy Mayor has no special dietary requirements.