

Civic Office Engagement Form

Please complete all sections of the table below and return at least 2 weeks prior to your event to:
 Civic Office, Swale Borough Council, Swale House, East Street, Sittingbourne ME10 3HT or email to:
 Mayor@Swale.gov.uk

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?	
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: <small>Please note this information may be used to inform the press and public about your event via our web site/media contacts</small>	
Name of main contact: Telephone number(s): Email address:	

Protocol Guidance:

- For any speeches please introduce the Mayor as: “*The Worshipful Mayor of Swale, Councillor Ben Martin*”. He can also be addressed as “*Mr Mayor*”.
- 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 The Deputy Mayor of Swale Cllr Karen Watson. The Deputy Mayor will usually attend with her Consort, Allan Watson
- **Dietary requirements:** The Mayor is lactose intolerant and allergic to orange.
- **Dietary requirements:** The Deputy Mayor is allergic to onions and similar such as leeks.