

## Civic Office Engagement Form

Please complete all relevant sections of the table below and return the form to: Democratic Services, Swale Borough Council, Swale House, East Street, Sittingbourne ME10 3HT or email to: [Mayor@swale.gov.uk](mailto:Mayor@swale.gov.uk)

**Please note to guarantee the Mayor's attendance, forms must be returned at least two weeks before the event.**

Name of event:	
Date of event:	
Start and finish time of event:	
<u>What time would you like the Mayor to arrive:</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:	
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:	
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 Sarah Stephen*”. She can also be addressed as “*Madam Mayor*”.
- The Mayor will usually attend with her Consort, Cllr Paul Stephen
- The order of precedence for making a speech would be the Mayor of Swale first, followed by the chairman or president of your organisation. **Unless the Lord Lieutenant or Deputy Lieutenant is present, in which case he/she would precede the Mayor in any address.**
- **Dietary requirements:** The Mayor has no specific dietary needs