

## ATTENDANCE OF MAYOR / DEPUTY MAYOR AT FUNCTIONS

It would be appreciated if the following information could be returned to the Mayor's Parlour, Town Hall, Royal Tunbridge Wells, Kent TN1 1RS, as soon as possible. This is particularly important if the Mayor / Deputy Mayor is required to speak or take part in a ceremony.

<b>Name of Organisation, Society, etc.</b>			
<b>Name of Person Responsible</b> (Chairman, etc.)			
<b>Nature of Function</b>			
<b>Date of Function</b>			
<b>Arrival Time of Mayor / Deputy Mayor</b>			
<b>Start Time of Function</b>			
<b>End Time of Function</b>			
<b>Full Address of Venue, Including Postcode</b> (Please indicate if outdoors) <b>Parking</b> – Please enclose a map and details of reserved parking arrangements for Mayoral/ Deputy Mayor's car			
<b>Telephone Number of Venue</b>			
<b>Who Will Meet the Mayor / Deputy Mayor?</b> (The Mayor / Deputy Mayor should be accompanied for the duration of the event and formally introduced at the start)			
<b>Dress for the Mayor / Deputy Mayor</b> (e.g. Chains, lounge suit, day or evening wear, black tie etc)			
<b>Is the Mayor / Deputy Mayor Required to Speak or Perform a Duty?</b> (Please enclose details of any duty, toast or speech the Mayor/Deputy Mayor is to perform. Guidelines should include the length of speech and details of anyone who should be referred to and in what connection)			
<b>Any other information</b> Please supply any other information you think is helpful e.g. will refreshments be available? (Please explain the value of the Mayor's attendance and what you hope to achieve) Name any other VIPs in attendance and in what capacity. Specify special instructions.			
<b>YOUR DETAILS:</b>			
<b>Print Name</b>		<b>Telephone No</b>	
<b>Address</b>		<b>Emergency Mobile Number for Out of Hours</b>	
<b>Postcode</b>		<b>Today's Date</b>	
<b>Email</b>			

**Note 1:** If there are any last minute issues on the day of the event please contact the Mayor's Attendant on 07785 925662

**Note 2:** The Mayor's attendance cannot be guaranteed unless an attendance sheet is received by the Mayor's Office at least two weeks prior to the event.

**Note 3:** The Mayor may not be able to attend a function where the organiser is negotiating with the Council (for example, concerning a planning application). Please contact the Mayor's Office if you require further advice.

## INVITING THE MAYOR TO A FUNCTION – GUIDANCE NOTES FOR ORGANISATIONS

**By Act of Parliament, the Mayor/Deputy Mayor has precedence in all places within the Borough of Tunbridge Wells.**

PLEASE ENCLOSE WITH THE FORM any additional relevant information which may assist the Mayor/Deputy Mayor, e.g., Annual Report, Constitution, Programme, Agenda, Order of Service, Lesson to be read, Toast List, Guest List, etc.

### **Arrival**

Please ensure that a responsible person is delegated to greet the Mayor/Deputy Mayor on arrival and that the Mayor/Deputy Mayor is then accompanied - not necessarily by the same person - for the whole event. The Mayor/Deputy Mayor will normally arrive NOT MORE THAN FIVE MINUTES before the commencement of a function.

### **Seating (guidance only)**

At events held within the Borough, the Mayor/Deputy Mayor's precedence requires that he/she should be seated to the immediate right of the President, Chairman or Host. When the Mayoress/Mayor's Escort/Deputy Mayoress/Deputy Mayor's Escort attends a function on his/her own, he/she should be accorded the place reserved for the Mayor/Deputy Mayor.

### **Toasts and Speeches**

If you wish the Mayor/Deputy Mayor to propose or respond to a Toast, or make a speech, please submit the relevant details when you return the form.

### **Mayor/Deputy Mayor's Diary**

The Mayor's/Deputy Mayor's engagements are posted on the TWBC website and the Local Press are notified. Organisations should contact the Press if they wish them to attend.

### **Church Services**

The Mayoral party should be met at the entrance to the Church and conducted, usually, to the front right hand pew. (At funeral services, it is normal for family mourners to occupy the front right hand pew and for the Mayoral party to sit on the left.)

The congregation should rise on the Mayor/Deputy Mayor's entry and at his/her departure.

### **Visits to Schools, Concerts, Meetings**

Where appropriate, the assembly should rise upon the Mayor/Deputy Mayor's entrance and again on his/her departure.

### **Mayor's Attendant**

Within the Borough, the Mayor's Attendant will accompany the Mayor at all times to give assistance, help the event run smoothly from the Mayor's point of view, look after any presentations, and attend upon the Mayor's departure.

Where appropriate, it will be appreciated if waiting accommodation is made available for the duration of the event. It would also be much appreciated if the Attendant could be included in the catering arrangements where necessary.

### **Mayoral Car/Deputy Mayor's Car**

Please reserve a parking space for the Mayoral car or Deputy Mayor's car as near to the reception entrance as possible. Please indicate arrival point (i.e. main entrance) and supply map of venue/local area.

### **Mode of Address**

Formally, the announcements of the Mayor/Deputy Mayor should be "The Mayor"/ "The Deputy Mayor". When in conversation, he/she should be addresses as "Mr Mayor"/" Mr Deputy Mayor"/"Madam Mayor"/"Madam Deputy Mayor".

The Mayoress/Mayor's Escort/Deputy Mayoress/ Deputy Mayor's Escort is referred to as "Madam Mayoress"/"Madam Deputy Mayoress" by his/her name (and title e.g. Doctor) or "The Mayoress"/"The Mayor's Escort"/"Deputy Mayoress"/"The Deputy Mayor's Escort".