

Engagement Request

This form must be completed and returned at least 2 weeks prior to your event date.
The Mayor's Office will inform you whether this request is approved.

1. CONTACT & EVENT DETAILS

Event Details:	
Day and Date of Event:	
Event Name:	
Contact Details of Organiser:	
Organisation Name: (Including Registered Charity number, if applicable)	
Name of Contact:	
Address of Contact:	
Telephone Number:	
Email:	
Start and end times of Event:	
Start: (am/pm)	
End: (am/pm)	
Contact Telephone Number on Day of Event:	
Location of Event: (Including postcode)	
Details of reserved parking for Civic Car and access point for the Mayor:	

2. REQUEST ATTENDANCE OF THE WORSHIPFUL THE MAYOR OF SOUTHEND-ON-SEA

Please note: The following information will be required before the Mayor's attendance can be confirmed at any event.

*Delete as applicable

Who is presiding and will greet the Mayor?:	
Time the Mayor should arrive at the function: (am/pm)	
Is the Mayor's Escort invited to attend?:	*Yes / No
Dress for the function:	<p>*Formal (Black Tie)</p> <p>*Informal (Lounge Suit)</p> <p>*Other (Please specify)</p>
Please give details of any refreshments to be served: (e.g. drinks/snacks/buffet/meal)	
If so, will refreshments be available for the Mayor's Chauffeur?:	*Yes / No
Brief description of programme and notes. Please provide a copy of the agenda, showing timetable and order of procedure, if applicable. Please supply relevant particulars of history and activities, including details of interest and specific issues to be avoided which may be included by another speaker:	
Official Duty of the Mayor, if any. Please indicate if there is to be a toast, presenting awards, etc.	
Details of speech or toast. The Mayor can be asked to: <ul style="list-style-type: none"> (a) Propose or respond to any Toast at Luncheon or Dinner. It is customary, when the Mayor is present at a Dinner at which Toasts are to be proposed or Speeches to be made, to include a Toast to "The Mayor and Borough of Southend on Sea" to which the Mayor will respond. (b) Speak about his/her year in office or other subjects that are not political matters. 	

3. NOTES ON PROTOCOL

Mayoral procedure: The Local Government Act 1992 Section 22(iv) provides that the Chairman (Mayor), “shall have precedence in all places in the Borough.” Accordingly, the Mayor should sit on the immediate right of the Chairman, with the Mayoress immediately on the left of the Chair. However, on less formal occasions it is acceptable for the Mayoress to sit next to the Mayor.

The Correct Manner of Address:

The correct title of the Mayor for announcing:	“The Worshipful the Mayor of Southend-on-Sea”
The Mayor	“Mr Mayor” or “Madam Mayor” (“Mayor” is correct regardless of gender.)
The Mayoress	“Madam Mayoress” (not “The Lady Mayoress”)
Mayor’s Consort / Escort	“Mr Consort”, “Mr Escort” or “Mr (surname)”
The Deputy Mayor	“Mr Deputy Mayor” or “Madam Deputy Mayor”
The Deputy Mayoress	“Madam Deputy Mayoress”
Deputy Mayor’s Consort/Escort	“Mr (surname)” or “Mrs (surname)”

PLEASE COMPLETE AND RETURN THIS FORM AT LEAST 2 WEEKS PRIOR TO EVENT

Please sign and date this form where noted below. Terms and Conditions for the use of Porters, Civic House are provided under separate cover. If you are returning this form electronically, this is effectively your electronic signature. Please retain a copy of this form for your records.

Print Name and date

Signature

Please return this form by email to adamtregoning@southend.gov.uk or by post to:

The Mayor’s Office
 Southend Borough Council
 Civic Centre
 Victoria Avenue
 Southend-on-Sea
 SS2 6ER

Telephone: 01702 215141

Office use only:

Date booking request received: