



Mayor of Southend-on-Sea City Council Engagement Request Form & Guidance Notes

Please complete and return to the Mayor's Office at the address below at least **two weeks** prior to the date of the event.

Organiser details

Name of organisation	
Name of organiser	
Address <i>(including postcode)</i>	
Phone Number	
Mobile Phone Number	
Email	

Event details

Name of event	
Event Venue Address <i>(including postcode)</i>	
Day and date of event	
Brief details of event taking place	
Does the invitation extend to the Mayoress?	
Time of arrival for the Mayor <i>Please make sure the time stated is the actual time the Mayor is required to arrive and not earlier than needed.</i>	
Time of departure for the Mayor	

At the event

Who will be receiving the Mayor	
Name of person presiding	
Position in organisation	
What is the event dress code?	<input type="checkbox"/> Formal <input type="checkbox"/> Black tie <input type="checkbox"/> Casual wear <input type="checkbox"/> Smart wear
Is permission granted for the Mayor to wear chains of office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is any special protective clothing needed? (organisation to provide)	<input type="checkbox"/> Wellington boots <input type="checkbox"/> Hard hat <input type="checkbox"/> Overalls <input type="checkbox"/> Wet weather clothing
Will the Mayor be invited to propose a toast or make a speech?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If 'Yes', please detail draft speech for the Mayor. Include any name of person(s) to whom special reference should be made, and the nature of their assistance.</p> <p><i>The speech may be sent separately to this form.</i></p> <p><i>Content for the speech will be read at the Mayor's discretion and must be received at least 5 working days before the event.</i></p>	
<p>Please give details of any refreshments to be served at the event.</p> <p><i>(e.g. drinks/snacks/buffet/meal)</i></p>	

Organisation details

Details of your organisation's role, functions and activities	
Additional information of interest, such as when the organisation was formed, how many members it has, whether it is a charity, what are its aims and objectives. <i>Please include links to the organisation's website / social media platforms where applicable</i>	

Alternative contact details

Alternative contact name	
Alternative contact address, including postcode	
Alternative daytime landline phone	
Alternative daytime mobile phone	

The Mayor's car

Parking arrangements for the Mayor's car	
Details of refreshments for the Mayor's chauffeur (<i>if provided</i>)	

Other attendees

Other dignitaries attending	
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Thank you for your assistance by completing this form as fully as possible.

Mayoral visits – notes for guidance

The information below will help organisers of events to make appropriate arrangements for the visit of the Mayor of Southend-on-Sea.

Use the form above to provide information about the event. You should return completed forms to the Mayor's Office as soon as possible, together with any additional information regarding the organisation and event – for example, the agenda, programme, or order of proceedings.

1. Reception

- a. The Mayor will arrive at the time requested on the engagement form.
- b. A space for the Mayor's car should be made available as near to the entrance of the venue as possible. The receiving officer named on the engagement form should be at the entrance to greet the Mayoral party.
- c. The Mayor's party should be greeted in order of precedence and then escorted to the function.
- d. The receiving officer must introduce the Mayor and Mayoress/Consort to appropriate persons, and arrange for the Mayor's party to be escorted at all times.
- e. It would be helpful for the Mayor's attendant / chauffeur to be given an indication of the time the function will end.
- f. When the function ends, the Mayor's party should be escorted to the Mayor's car.

2. Addressing the mayor

The Correct Manner of Address:

The Correct Manner of Address:	
The correct title of the Mayor:	“The Worshipful the Mayor of Southend-on-Sea”
The Mayor	“Mr Mayor” or “Madam Mayor”
The Mayoress	“Madam Mayoress” (not “The Lady Mayoress”)
Mayor's Consort	“Mr Consort” or “Mr (surname)”
The Deputy Mayor	“Mr Deputy Mayor”
The Deputy Mayoress	“Madam Deputy Mayoress”
The Deputy Mayor's Consort	“Mr Deputy Consort”

3. Speeches

- a. If the Mayor or Deputy Mayor has accepted an invitation to speak then all relevant information from organisations must be supplied in order that the speech may be prepared in advance.
- b. Arrangements should be made to call the meeting or function to order and to introduce the Mayor or Deputy Mayor before he begins his speech.
- c. **Please do not ask the Mayor or Deputy Mayor to speak without prior notice.**

4. Guidance notes submitting this form

- a. It is essential the engagement form is completed and returned to the Mayor's Office at least **TWO weeks** prior to the engagement.
- b. Any other relevant information such as a programme, agenda, history, information for Mayor's speech should also be sent with the engagement form where possible.

5. Precedence

- a. The Mayor is the first citizen of the City and when the Mayor is invited to a function within the City he/she should be treated accordingly. The Mayor does, however, surrender precedence to HM Lord Lieutenant of Essex when the Lord Lieutenant is attending a function in her official capacity of representing the Crown.
- b. For all dinners, meetings, and similar functions held within the City the Mayor must, if not presiding, be seated immediately on the right of the Chairman / President of the host organisation. The Mayoress/Consort should be seated on the immediate right of the Mayor.

Contacting us

Please return the completed form and relevant documents to the Mayor's Office. Please contact us directly if you have any queries or concerns regarding the above:

- email adamtregoning@southend.gov.uk
- post **Mr Adam Tregoning JP**
The Mayor's Office
Porters Civic House
Southchurch Road
Southend-on-Sea
SS1 2LT
- phone 01702 215141

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to [Privacy Notices – Southend-on-Sea City Council](#).