# Mayoral Engagement Form

All invitations should be sent to the Mayor at the Town Council Offices by way of return of this form to **South Woodham Ferrers Town Council,** [debbie@southwoodhamferrerstc.gov.uk](mailto:debbie@southwoodhamferrerstc.gov.uk).

|  |  |
| --- | --- |
| Description of Function: | Click or tap here to enter text. |
| Date of Function: | Click or tap to enter a date. |

## Contact Information

|  |  |
| --- | --- |
| Name of Organisation: | Click or tap here to enter text. |
| Name of Chairman/President/  Director/Other: | Click or tap here to enter text. |
| Contact Name: | Click or tap here to enter name.  Click or tap here to enter number.  Click or tap here to enter email. |
| Contact for Day: | Click or tap here to enter name.  Click or tap here to enter number. |

## Function Information

|  |  |  |  |
| --- | --- | --- | --- |
| Start time of Function: | Click or tap here to enter text. | | |
| Finish Time of Function: | Click or tap here to enter text. | | |
| Arrival Time of Town Mayor: | Click or tap here to enter time. | Time Town Mayor can leave: | Click or tap here to enter time. |
| Venue Address: | Click or tap here to enter first line of address.  Click or tap here to enter second line of address  Click or tap here to enter third line of address.  Click or tap here to enter fourth line of address.  Click or tap here to enter postcode. | | |
| Car Parking Details: | Click or tap here to enter text. | | |
| Position and Name of Person greeting the Town Mayor on arrival: | Click or tap here to enter name. | | |

## Additional Information

|  |  |  |
| --- | --- | --- |
| Is there a specific Dress Code? If not the Town Mayor will dress appropriately for the function. | Yes  No  If ‘yes’ please detail below;  Click or tap here to enter text. | |
| If the function is outside of South Woodham Ferrers, is Civic Regalia required? | Yes  No  N/A | |
| Please give details if you would like the Town Mayor to perform any special duties (give a speech, present an award etc.) | Click or tap here to enter text. | |
| Will the Town Mayor be asked to speak? | Yes  No  If ‘yes’ please detail below;  Click or tap here to enter text. | |
| Details of other Mayor’s and dignitaries that will be in attendance and what duties they will be performing if appropriate. | Click or tap here to enter text. | |
| Are you happy for this invitation and any photos associated with the event to be displayed on South Woodham Ferrers Town Council website? | | Yes  No |
| Are you happy for this invitation and any photos associated with the event to be displayed on South Woodham Ferrers Town Council social media pages? | | Yes  No |

*Please note that submission of this form does not guarantee the Town Mayor’s attendance and you should wait for a response regarding this.*

*By completing this form, you understand that South Woodham Ferrers Town Council will store and use your details to allow us to respond and progress your enquiry.*

*Please tick to confirm you have read and agree to how we handle your data as outlined in our Data Protection Policy & Information Security Policy which can be found on our website;* [*Council Documents*](https://www.southwoodhamferrerstc.gov.uk/Council_Documents_16687.aspx)

* The Town Mayor’s should be addressed as ‘Mr/Madam Town Mayor.’ A female Mayor should still be termed as Mayor, not a Mayoress.
* The Town Mayor may attend alongside their Consort.
* If the Mayor cannot attend then, with the agreement of the inviting body, the Deputy Mayor should be asked to deputise.
* For events out of the town, the Mayor and Deputy Mayor may attend different functions on behalf of the Council.
* For events in the Town, it is envisaged that there may be occasions when the Mayor is attending one function and the Deputy Mayor or other representative could attend another.
* When officially invited to external functions outside the town, the Mayor may wear civic regalia.

Please indicate above if regalia is required, so that the Town Clerk can seek the necessary consent.