



**SOUTH WOODHAM FERRERS  
TOWN COUNCIL**

## **MAYORAL ENGAGEMENT FORM**

<b>DESCRIPTION OF FUNCTION:</b>	
<b>DAY AND DATE:</b>	<b>TIME OF FUNCTION:</b>
<b>ADDRESS OF FUNCTION:</b>	
<b>WHAT TIME SHOULD THE TOWN MAYOR ARRIVE?</b>	
<b>WHAT TIME CAN THE TOWN MAYOR LEAVE?</b>	
<b>ORGANISATION:</b>	
<b>NAME OF CHAIRMAN/PRESIDENT/DIRECTOR/OTHER:</b>	
<b>NAME OF CONTACT ORGANISER:</b>	
<b>ADDRESS:</b>	<b>DAYTIME TEL NO: EVENING/MOB NO:</b>
<b>POST CODE:</b>	<b>EMAIL ADDRESS:</b>
<b>POSITION AND NAME OF PERSON MEETING THE TOWN MAYOR AND ESCORTING DURING ENGAGEMENT:</b>	
<b>PLEASE NOTE - IN THE EVENT OF THE TOWN MAYOR BEING UNAVAILABLE, THE DEPUTY TOWN MAYOR WILL ATTEND IN THEIR PLACE.</b>	
<b>IS THE DEPUTY TOWN MAYOR/CONSORT INVITED? YES/NO (<i>please delete</i>)</b>	
<b>DRESS CODE: HAVE YOU ANY SPECIFIC DRESS REQUIREMENTS?</b>	
<b>IF NO, DRESS APPROPRIATE FOR THE EVENT WILL BE WORN.</b>	
<b>WHAT WOULD YOU LIKE THE TOWN MAYOR TO DO?</b>	
<b>WILL THE TOWN MAYOR BE ASKED TO SPEAK? YES/NO (<i>please delete</i>) (IF YES, PLEASE SEND FULL BACKGROUND MATERIAL)</b>	
<b>UNLESS SPECIFICALLY REQUESTED OTHERWISE, THE TOWN MAYOR WOULD NORMALLY WEAR THE CHAIN OF OFFICE AT FUNCTIONS ATTENDED WITHIN SOUTH WOODHAM FERRERS. FOR FUNCTIONS OUTSIDE OF THE TOWN BUT WITHIN THE CITY OF CHELMSFORD THE TOWN COUNCIL WOULD NEED TO OBTAIN PERMISSION FROM THE RELEVANT AUTHORITY.</b>	

**WHERE SHOULD THE TOWN MAYOR PARK?**

Please return to Debbie Edwards, South Woodham Ferrers Town Council, Champions Manor Hall, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ.

Tel 01245 429 445. Email: [debbie@southwoodhamferrerstc.gov.uk](mailto:debbie@southwoodhamferrerstc.gov.uk)

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