

## Guidance notes for inviting the Mayor to an event

Please complete and return this form to [admin@witham.gov.uk](mailto:admin@witham.gov.uk) when booking the Mayor.

By completing this form, you agree for this information to be shared with the Mayor.

### Organiser details

|                                                 |  |
|-------------------------------------------------|--|
| <b>Name of organisation</b>                     |  |
| <b>Name of organiser</b>                        |  |
| <b>Address of organiser, including postcode</b> |  |
| <b>Organiser's email address</b>                |  |
| <b>Organiser's contact number</b>               |  |

### Event details

|                                                |  |
|------------------------------------------------|--|
| <b>Name of event</b>                           |  |
| <b>Event venue address, including postcode</b> |  |
| <b>Day and date of event</b>                   |  |
| <b>Start and estimated finish time</b>         |  |

### At the event

|                                        |  |
|----------------------------------------|--|
| <b>Who will be receiving the Mayor</b> |  |
| <b>Name of person presiding</b>        |  |

|                                                                          |                                                                                                                                                      |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Position in organisation</b>                                          |                                                                                                                                                      |
| <b>What is the event dress code?</b>                                     | <input type="checkbox"/> Formal<br><input type="checkbox"/> Black tie<br><input type="checkbox"/> Casual wear<br><input type="checkbox"/> Smart wear |
| <b>Is permission granted for the Mayor to wear chains of office?</b>     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                          |
| <b>Will there be refreshments available?</b>                             | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                          |
| <b>Will the Mayor be required to give a speech?</b>                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                          |
| <b>Will the Mayor be expected to perform a role? E.g., award a prize</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                          |
| <b>Can the Mayor bring a guest?</b>                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No                                                                                          |

### The Mayor's car

|                                                 |  |
|-------------------------------------------------|--|
| <b>Parking arrangements for the Mayor's car</b> |  |
|-------------------------------------------------|--|

If you have any difficulties or queries with the above, please contact:

- email [admin@witham.gov.uk](mailto:admin@witham.gov.uk)
- phone 01376 520627

Please return this completed form and relevant documents to the Town Council offices:

- email [admin@witham.gov.uk](mailto:admin@witham.gov.uk)
- post Town Hall, 61 Newland Street, Witham, Essex, CM8 2FE.