



Contact Details:

Liz McCarthy, Mayor's Assistant
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Worthing
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MAYORAL ENGAGEMENT FORM

Please complete and email this form to Liz.McCarthy@adur-worthing.gov.uk

Title of event	
Date & time of event	
Venue (include full address & postcode)	
What time should the Mayor & Mayoress arrive and when can they leave	
Parking arrangements for this event	
Name of organisation (please include name of Chairman / President / Director / Other)	
Name & contact details of event organiser	Name: Phone: Email: Emergency contact number on day of event:

Name of person meeting or escorting Mayor and Mayoress	
Would you like the Mayoress to attend? <i>Please delete as appropriate</i>	Yes/No
Dress Code <i>Please delete as appropriate</i>	Male: Lounge Suite / Dinner Jacket / Black Tie /Other Female: Daytime Smart Dress / Hat / Cocktail Dress / Evening Dress /
Civic Insignia to be worn <i>Please delete as appropriate</i>	<i>(If appropriate the Mayor will wear the chain of office at functions attended outside of the Borough as requested by the hosting organisation with approval from the relevant authority)</i> Formal : Full Chain and Badge / Mayoral Robe (if required) Informal : Badge and Ribbon
Is the Mayor expected to make a speech or presentation	<i>(Give a brief description and please provide any information which may assist the Mayor eg: Annual Report / Programme / Agenda / Order of Service/Lesson to be read/Other etc.)</i>
Is the Mayoress required to perform any duties	<i>(Give a brief description)</i>
Other notes	<i>Please put any other useful background information about this event below. For example why would you like the Mayor to attend?</i>
For Office Use Only	<i>Useful information/notes for Mayor/Chauffeur/Others</i>
<p><u>Data Protection Act 1998</u></p> <p>You are advised that personal data (your name and telephone numbers) will be published on the Mayoral summary of weekly engagements list and will be available to the public via the Council's website (www.adur-worthing.gov.uk). Please advise Liz McCarthy if you do not agree to your details being included on this list.</p>	