



GUIDANCE NOTES FOR MAYOR'S VISIT

The Mayor is the first citizen and the Queen's Representative in Rushmoor. These Guidance Notes have been prepared to assist those planning to invite the Mayor of Rushmoor to attend an event.

Mayoral Appointments 2012/13

Mayor of Rushmoor – Councillor Peter Crerar

Mayoress – Mrs Norma Crerar

Deputy Mayor of Rushmoor – Councillor Terry Bridgeman

Deputy Mayoress – Miss Pam Edwards

BEFORE THE EVENT

Notice to Attend

1. Please allow 6 weeks notice of your event. Contact Mayoral Appointments, Democratic Services, Rushmoor Borough Council Offices, Farnborough Road, Farnborough, Hampshire, GU14 7JU. Tel: 01252 398821. Email: mayor@rushmoor.gov.uk

Event Details Form

2. If the Mayor is provisionally available to attend your event, we will usually ask you to complete our Event Details Form. This should be completed and returned to us so that your booking can be confirmed. We ask that this form is completed in order that the Mayor has all the information that he needs in order to attend the event and fulfill any requirements asked of him.

Events with Tickets

3. Where entry or a seat at the event requires a ticket, please ensure that tickets are available to collect, or sent to the Council offices, at least 5 working days in advance of the event.

Speeches and Toasts

4. If the Mayor is required to respond to a toast or make a speech, details for the speech should be provided at least 5 working days in advance of the event. Please tell us any particulars that may assist, and any specific points you might wish the Mayor to make.

Dress

5. In most circumstances, the Mayor will attend functions wearing his Mayoral Badge of Office. In the Event Details Form, we ask for information about the appropriate dress to be worn for the occasion. Embarrassment over dress to the civic party can be avoided by a clear and full description.

DURING THE EVENT

6. Parking for the Mayor

Where possible, it would be helpful if a parking space can be reserved as near as possible to the main entrance to the venue/event for the Mayor's vehicle.

Arrival

7. Please ensure that a person is available to greet the Mayor on arrival and that the Mayor is then accompanied, not necessarily by the same person, for the whole event. The Mayor will normally arrive NOT MORE THAN 10 MINUTES before the start of the event. Please bear in mind that the Mayor sometimes has several civic engagements in the same day, and will need to leave your event on time in order to maintain their schedule.

Mode of Address

8. The correct form of address when talking to the Mayor is 'Mr/Madam Mayor' and to the Mayoress, 'Mayoress'. If the Mayor has a Consort or Escort, that person is referred to by name (Mr/Mrs/Miss/Ms etc). The Deputy Mayor is addressed as 'Mr/Madam Deputy Mayor and the Deputy Mayoress/Consort or Escort of the Deputy Mayor is addressed by name.

The correct description for the purpose of printing or for formal introduction is: 'The Worshipful the Mayor of Rushmoor, Councillor X' and if the Mayoress/Consort or Escort is present: 'The Worshipful the Mayor and Mayoress/Consort or Escort of Rushmoor, Councillor and Mr/Mrs/Ms/Miss X'.

If the Deputy Mayor is present: 'The Deputy Mayor of Rushmoor, Councillor X' and if the Deputy Mayoress or Deputy Mayor's Consort or Escort is also present: 'The Deputy Mayor and Deputy Mayoress/Deputy Mayor's Consort or Escort, Councillor X and Mr/Mrs/Ms/Miss X'.

DINNER EVENTS

9. Precedence and Seating

The Mayor is the first citizen of the Borough and only yields precedence within the Borough to the Royal Family or the Lord Lieutenant representing Her Majesty The Queen in her official capacity. Accordingly, the Mayor should usually be seated on the immediate right of the President, Chairman or Host. The Mayoress/Consort or Escort sits on the immediate right of the Mayor or on the left of the Chairman. The Deputy Mayor, when acting for the Mayor, should be accorded the same precedence as that which would be accorded to the Mayor.

10. **Toasts and Speeches**

If the Mayor is to be asked to speak at any Dinner or similar event, his/her toast should appear early in the Toast List. Please provide all relevant details that may be helpful to the Mayor in preparing his/her speech in advance.

ROYAL VISITS

11. If a member of the Royal Family will be present at the event, please seek advice and assistance from Democratic Services (Tel. 01252 398821 or mayor@rushmoor.gov.uk) at an early stage regarding the necessary detailed arrangements for such occasions; i.e. the Mayor must welcome the Royal visitor first and be the last person to take leave of the Royal visitor (subject to the presence of the Lord Lieutenant).
