



BOGNOR REGIS TOWN COUNCIL

TOWN CLERK, Joanne Davis, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

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MAYORAL ENGAGEMENT FORM

DESCRIPTION OF FUNCTION:			
DAY AND DATE:		TIME OF FUNCTION:	
ADDRESS OF FUNCTION:			
WHAT TIME SHOULD THE MAYOR ARRIVE?			
WHAT TIME CAN THE MAYOR LEAVE?			
ORGANISATION:			
NAME OF CHAIRMAN/PRESIDENT/DIRECTOR/OTHER:			
NAME OF CONTACT ORGANISER:			
EMAIL ADDRESS:		CONTACT NUMBER:	
POSITION AND NAME OF PERSON MEETING MAYOR AND ESCORTING DURING ENGAGEMENT:			
IS THE MAYORESS/CONSORT INVITED		YES	NO
DRESS CODE: <i>(Please indicate below)</i> MAYOR: EVENING DRESS/DAYTIME/DINNER JACKET/LOUNGE SUIT/INFORMAL/OTHER MAYORESS/CONSORT: EVENING DRESS/DAYTIME/DINNER JACKET/LOUNGE SUIT/INFORMAL/OTHER			
WHAT WOULD YOU LIKE THE MAYOR TO DO			
WILL THE MAYOR BE ASKED TO SPEAK? (IF YES, PLEASE SEND FULL BACKGROUND MATERIAL)		YES	NO
IF APPROPRIATE, THE MAYOR NORMALLY WEARS THE CHAIN OF OFFICE AT FUNCTIONS ATTENDED WITHIN THE PARISH OF BOGNOR REGIS AND THE RIBBON OF OFFICE AT FUNCTIONS OUTSIDE OF THE PARISH OF BOGNOR REGIS, AS REQUESTED BY THE HOSTING ORGANISATION, WITH APPROVAL FROM THE RELEVANT AUTHORITY			
IS CIVIC INSIGNIA REQUIRED?		YES	NO
IF SO, WHICH WOULD YOU PREFER		IF YES:	CHAIN RIBBON
WHERE SHOULD THE MAYOR'S CAR PARK?			
<p style="text-align: center;">Please return to: Rebecca Vervecken, Bognor Regis Town Council, Town Hall, Clarence Road, Bognor Regis, PO21 1LD. Tel: 01243 867744. Email: rebeccavervecken@bognorregis.gov.uk.</p> <p>The information provided on this form will be used by the Mayor's Office solely for the purpose of administering and responding to your mayoral engagement request. Personal data will be processed in accordance with UK GDPR and the Data Protection Act 2018 and will only be shared where necessary to support the arrangement of the event or where required by law. Information will be retained in line with the Council's records retention policy. By submitting this form, you confirm that the information provided is accurate and that you have authority to share any personal data included.</p>			