



# BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,

Bognor Regis, West Sussex PO21 1LD

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## 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 MAYOR ARRIVE?</b>	
<b>WHAT TIME CAN THE 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:</b> <b>MOB NO:</b>
<b>EMAIL ADDRESS:</b>	<b>POST CODE:</b> <b>FAX NO:</b>
<b>POSITION AND NAME OF PERSON MEETING MAYOR AND ESCORTING DURING ENGAGEMENT:</b>	
<b>IS THE MAYORESS/CONSORT INVITED</b>	<b>YES/NO</b>
<b>DRESS CODE: <i>(Please indicate most appropriate)</i></b> <b>MAYOR: EVENING DRESS/DAYTIME/DINNER JACKET/LOUNGE SUIT/INFORMAL/OTHER</b> <b>MAYORESS/CONSORT: EVENING DRESS/DAYTIME/DINNER JACKET/LOUNGE SUIT/INFORMAL/OTHER</b>	
<b>WHAT WOULD YOU LIKE THE MAYOR TO DO</b>	
<b>WILL THE MAYOR BE ASKED TO SPEAK?</b> <b>(IF YES, PLEASE SEND FULL BACKGROUND MATERIAL)</b>	<b>YES/NO</b>
<b>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</b>	
<b>IS CIVIC INSIGNIA REQUIRED?</b> <b>IF SO, WHICH WOULD YOU PREFER</b>	<b>YES/NO</b> <b>CHAIN/RIBBON</b>
<b>WHERE SHOULD THE MAYOR'S CAR PARK?</b>	
<small>Please return to: Rebecca Vervecken, Bognor Regis Town Council, Town Hall, Clarence Road, Bognor Regis, PO21 1LD. Tel: 01243 867744. Email: <a href="mailto:rebeccavervecken@bognorregis.gov.uk">rebeccavervecken@bognorregis.gov.uk</a>. Please note that submission of this form does not guarantee the Mayor's attendance, and you should wait for a response regarding this.</small>	