BOGNOR REGIS TOWN COUNCIL

TOWN CLERK Glenna Frost, The Town Hall, Clarence Road,
Bognor Regis, West Sussex PO21 1LD
Telephone: 01243 867744
E-mail: bognortc@bognorregis.gov.uk

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:	
ADDRESS:	**DAYTIME TEL NO:** **MOB NO:**
EMAIL ADDRESS:	**POST CODE:** **FAX NO:**
POSITION AND NAME OF PERSON MEETING MAYOR AND ESCORTING DURING ENGAGEMENT:	
IS THE MAYORESS/CONSORT INVITED	**YES/NO** *(please delete)*
DRESS CODE: *(Please highlight most appropriate)* **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? **YES/NO** *(please delete)* **(IF YES, PLEASE SEND FULL BACKGROUND MATERIAL)**	
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** *(please delete)* **IF SO, WHICH WOULD YOU PREFER** **CHAIN/RIBBON** *(please delete)*	
WHERE SHOULD THE MAYOR'S CAR PARK?	