



MAYORAL ENGAGEMENT FORM [Mayor]

DESCRIPTION OF FUNCTION:

DAY AND DATE:

TIME OF FUNCTION:

ADDRESS OF FUNCTION:

WHEN SHOULD THE MAYOR ARRIVE?

WHEN CAN THE MAYOR LEAVE?

ORGANISATION:

NAME OF CHAIRMAN/PRESIDENT/DIRECTOR/OTHER:

NAME OF CONTACT/ORGANISER:

ADDRESS:

DAYTIME TEL NO:

MOB NO:

POST CODE:

EMAIL ADDRESS:

FAX NO:

POSITION AND NAME OF PERSON MEETING MAYOR AND ESCORTING DURING ENGAGEMENT:

DRESS CODE: (Please Highlight Most Appropriate)

MAYOR: EVENING DRESS/DAYTIME/DINNER JACKET/LOUNGE SUIT/INFORMAL/OTHER

CONSORT/MAYORESS: EVENING DRESS/DAYTIME/DINNER JACKET/LOUNGE SUIT/INFORMAL/OTHER

WHAT WOULD YOU LIKE THE MAYOR TO DO

WOULD YOU LIKE THE CONSORT/MAYORESS TO ATTEND

Yes:

No:

WILL THE CONSORT/MAYORESS BE ASKED TO PERFORM ANY ANY DUTIES?

Where should the Mayor's car park?

Please return to: Liz McCarthy, Mayor's Assistant, Town Hall, Chapel Road, Worthing, BN11 1HA

Tel 01903 221018 Fax 01903 221052 email liz.mccarthy@adur-worthing.gov.uk

[Data Protection Act 1998](#)

You are advised that personal data (your name and telephone numbers) will be published on the Mayoral weekly engagements list and will be available to the public via the Council's website (www.worthing.gov.uk). Please advise Liz McCarthy if you do not agree to your details being included on this list.