



London Borough of Richmond upon Thames

Information for Organisers of Functions and Events to be attended by the Mayor or Deputy Mayor

Please print this sheet and return by either Email, Fax or Post to:

Mayors.office@richmond.gov.uk Fax 020 8891 7701 Mayor's Office, London Borough of Richmond upon Thames, York House, Richmond Road, Twickenham TW1 3AA

Please note that while the Mayor and Deputy Mayor attend as many events as they can, prior commitments sometimes mean that a visit is not possible.

This sheet needs to be returned at least fourteen days before the date of the function.

1. Day and Date of Function _____
2. Name of Organisation _____
3. Type of Function
(eg. Reception, Dinner, Conference, Meeting, Bazaar etc) _____
4. Full Address of place at which function is to be held (please attach map if available)

5. Is the Mayoress/Consort also invited? Yes No
6. Time function starts _____
7. Time the Mayor should arrive _____
8. Who will receive the Mayor on arrival? _____
9. Time the function ends or when the Mayor's car should be ready for the Mayor to leave _____
10. Details of appropriate dress _____
11. Names of other principal guests (eg. Chairman, Councillors, MPs, Speakers)

12. Will refreshments or a meal be provided and at what time? _____

13. Will the Mayor be required to:
make a speech? Yes No propose or respond to a toast? Yes No

14. If Yes, please give name of toast or subject of speech and supply relevant details and background information. _____

15. The Mayor will normally be accompanied by a Chauffeur/Attendant – please give details of parking facilities and whether refreshments are available _____

16. Name of person who can be contacted if more details are required _____
Name _____
Address _____
Telephone number (daytime) _____ (evening) _____

17. If the press wish to publicise this function may they be given these details? Yes No

18. Is an invitation or ticket required to gain entry? Yes No

19. Is any payment required prior to the event? Yes No

20. Have you read the information on protocol for the Mayoral visit? Yes No

To get a copy of the protocol please visit the Mayor of Richmond upon Thames' web pages: www.richmond.gov.uk/mayor alternatively contact the Mayor's Office (also for any other queries) at the above address or telephone on 020 8891 7163