



## London Borough of Richmond upon Thames

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

In order that proper arrangements may be made for the visit of the Mayor and/or Mayoress/Consort, or where applicable the Deputy Mayor, the following might be of assistance.

#### **Arrival**

- 1** The organiser should ensure that somebody is responsible for meeting the Mayor or Deputy Mayor on arrival and for making the introductions to the host or assembled company.

#### **Precedence**

- 2a** The Mayor is accorded precedence everywhere in the Borough, with the exception of the Lord Lieutenant of London. The place reserved for the Mayor should be on the immediate right of the Chairman or person presiding.  
The Mayoress or Consort should be seated on the immediate right of the Mayor or on the left of the Chairman.
- b** If the Lord Lieutenant of the County is present they would be seated on the immediate right of the Chairman and the Mayor should be on the left of the Chairman. In this case the Mayoress/Consort should be seated on the Mayor's left.
- c** Where the Deputy Mayor is present instead of the Mayor, the above order of precedence is applicable for him/her.

#### **Charity Functions**

- 3** The Mayor and Mayoress are willing, whenever possible, to open Bazaars, Sales of Work and other events in aid of charity. They should always be asked to attend the first day of the function, unless the Bazaar or Sale is to be opened by a Member of the Royal Family, or the Lord Lieutenant.

#### **Mode of Address**

- 4** The description for the purpose of printed matter or announcement is "His/Her Worship the Mayor of the London Borough of Richmond upon Thames" followed by his/her name.  
The correct address in person is "Mr/Madam Mayor".

**Deputy Mayor**

- 5 When the Deputy Mayor is attending a function in place of the Mayor, he/she should be accorded the full precedence due to the Mayor and arrangements similar to those mentioned above should be made for his/her convenience. The correct title is "The Deputy Mayor", and he/she is addressed as "Mr/Madam Deputy Mayor".

**Details required by Mayor's Office**

- 6 In order to make the necessary arrangements the attached form should be received by the Mayor's Office **at least fourteen days** before the date of the function.
- 7 Basic details of the organisation concerned would also be appreciated especially if the Mayor is requested to make a speech.

**If you require further information about protocol, please contact:**

**Mayor's Office**  
**London Borough of Richmond upon Thames**  
**York House**  
**Twickenham TW1 3AA**  
**Tel: 020 8891 7163**  
**Fax: 020 8891 7701**  
**Email: [mayors.office@richmond.gov.uk](mailto:mayors.office@richmond.gov.uk)**