



DORCHESTER TOWN COUNCIL

Mayor or Deputy Mayor Engagement Details

Thank you for inviting the Mayor or Deputy Mayor to join you. To help us to plan their visit, please give as much information as you can about what you would like them to do on this form so that we can make sure they are well-prepared and return it to the Mayor's Secretary as soon as possible. You might find the Guidance Notes on the next page helpful, but if you need any help contact the Mayor's Secretary, Georgina Wakely on 01305 266861 or by e-mail at g.wakely@dorchester-tc.gov.uk.

Name of Organisation	
Title or Description of Event	
Date of Event	
Time the Mayor or Deputy Mayor should arrive	
Start Time of Event	
Approximate Departure Time	
End Time of Event	
Full address of venue, including postcode (Please indicate if outdoors)	
Is car parking available? If so how should the Mayor or Deputy Mayor access it?	
Who will meet the Mayor or Deputy Mayor on arrival?	
Please indicate if any refreshments will be offered to the Mayor or Deputy Mayor: e.g. Light refreshments, Lunch, Dinner, etc.	
Will the Mayor or Deputy Mayor be called upon to speak or perform any other duties? (Please enclose details of any duty, toast, speech or presentation that the Mayor or Deputy Mayor is requested to undertake.)	
Will there be any other special guests who it would be helpful for the Mayor or Deputy Mayor to know will be there? If so, please say who they are.	
Please state the appropriate dress for the occasion for the Mayor and Mayoress/Consort or Deputy Mayor and Deputy Mayoress/Consort (formal, lounge suit, etc)	
Name, address and telephone number of contact for this event (Please include an evening/weekend/mobile number)	
Email Address	

The information you have provided on this form will be held and used by Dorchester Town Council and shared with outside bodies such as the local press in order to promote the Engagements. By signing this form, you agree for your information to be kept and shared.

Signed:

Date:



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Guidance Notes for Mayor's or Deputy Mayor's Engagement

Mayor of Dorchester – Councillor Tim Harries

Mayoress – Ms Anita Harries

Deputy Mayor – Councillor Robin Potter

Deputy Mayor's Consort – Mrs Val Potter

1. **Arrival** - Please ensure that a responsible person is delegated to greet the Mayor or Deputy Mayor on arrival and that the Mayor or Deputy Mayor is then accompanied – not necessarily by the same person – for the whole event. The Mayor will normally arrive not more than ten minutes before the commencement of the event.

When several Mayors are to be present at an event within Dorchester, the arrival of the Mayor of Dorchester should be timed later than that of the other Mayors. If you would like the other Mayors attending to wear their Chains of Office, permission must first be obtained from the Mayor of Dorchester.

2. **Mode of Address** - The correct description for the purpose of printing or for formal introduction is: 'The Mayor of Dorchester, Councillor X' and if the Mayoress or Mayor's Consort or Escort is present: 'The Mayor and Mayoress/Consort of Dorchester, Councillor and Mr/Mrs/Ms/Miss X'. If the Deputy Mayor is present: 'The Deputy Mayor of Dorchester, Councillor X' and if the Deputy Mayoress or Deputy Mayor's Consort is also present: 'The Deputy Mayor and Deputy Mayoress/Deputy Mayor's Consort, Councillor X and Mr/Mrs/Ms/Miss X'.

The correct verbal address when talking to the Mayor is 'Mr/Madam Mayor' and to the Mayoress, 'Madam Mayoress'. If the Mayor has a Consort that person is referred to by name (Mr/Mrs/Miss/Ms etc). The Deputy Mayor is addressed as 'Mr/Madam Deputy Mayor and the Deputy Mayoress/Deputy Mayor's Consort is addressed by name.

3. **Toasts and Speeches** – If The Mayor is to be asked to speak at any Dinner or similar event, his/her toast should appear early in the Toast List. Please enclose all relevant details which may be helpful to the Mayor in preparing his/her speech. (Guidelines should include the length of speech and details of anyone who should be referred to).
4. **Mayoral Car** – We do not have an official car and the Mayor or Deputy Mayor will usually drive him/herself to engagements. Where possible, therefore, it would be helpful if a parking space can be reserved at the main entrance to the venue for the Mayor's or Deputy Mayor's vehicle. Please indicate on the form whether this is possible and any special instructions which the Mayor or Deputy Mayor needs to follow to access it.
5. **Dress** – Particular attention is requested to the information required on the attached form relating to the appropriate dress to be worn for the occasion. It is important to avoid embarrassment over dress to the Civic Party by giving a clear and full description.
6. **Duties** - Please give some thought to what you wish to achieve by having the Mayor at your function and what you would like the Mayor to do. This may perhaps include making a presentation, receiving a cheque, reading a lesson, making a speech or drawing a raffle. Please also bear in mind that the Mayor often has several civic engagements following throughout the day and will need to leave your event on time in order to maintain their schedule.
7. **Precedence and Seating** - The Mayor is the first citizen of the Town and only yields precedence within Dorchester to the Royal Family, the Lord Lieutenant representing HM The Queen in her official capacity, the Chair of Dorset County Council and the Chair of West Dorset District Council. Accordingly, the Mayor should usually be seated on the immediate right of the President, Chairman or Host. The Mayoress or Mayor's Consort should sit on the immediate right of the Mayor or on the left of the Chairman. The Deputy Mayor, when acting for the Mayor, should be accorded the same precedence as that which would be accorded to the Mayor.

Please return the completed form to:

Mayor's Parlour, Dorchester Town Council, 19 North Square, Dorchester, Dorset, DT1 1JF.

Tel: 01305 266861, Fax: 01305 266085, E-mail: g.wakely@dorchester-tc.gov.uk

All official communications and invitations involving the Mayor or Deputy Mayor should be addressed to the Mayor's Parlour and not to a private address.