Request for Attendance at Event by the Mayor or Deputy Mayor of the London Borough of Richmond upon Thames

Please complete this form and return by email to mayors.office@richmond.gov.uk. Requests for Mayoral attendance will not be accepted unless a completed form is received by the Mayor's Office. The completed form should be received at least two weeks before the date of the event.

Event details	
Name of event: *(Including purpose/description of event)*	
Date of event:	
Time event begins:	
Time event ends:	
Time the Mayor should arrive:	
Time the Mayor can leave:	
Organiser of event: *(Including address, charity number etc as applicable)*	
Timetable of event:	
Address of event: *(incl. postcode)*	
Contact name, number and email: *(Prior to event)*	
Contact name, number and email: *(During the event)*	

Please confirm we may retain contact details on our database to keep you informed of Mayoral events *(Data will be kept in adherence to GDPR requirements and will not be shared with any outside party)*	
Will the above contact stay with the Mayor throughout the event? *(please ensure the Mayor is not left alone and, where appropriate, is introduced to other attendees / given a tour of the event)*	
Is the Mayor's Consort also invited?	
Number of expected guests?	
Name(s) of any other Mayors / VIPs attending:	

Parking	
Please indicate where the Mayor's chauffeur can park for the duration of the visit: *(Car registration: LB65 RUT)*	
If a parking space is not available, please advise the best drop-off point:	

Dress	
What is the dress code for guests at the event? *(The Mayor will be wearing Mayoral chains / robes / badge as appropriate)*	
Is any specific clothing required? *(e.g. wellingtons, walking shoes, hard hat etc and if so, will you be providing these?)*	

Mayor's role at the event	
Do you wish the Mayor to say a few words or propose a toast? *(Please provide a full speech by email or a few bullet points here, detailing the name of anyone the Mayor should particularly mention and the reasons for it)*	
Any other function the Mayor will be asked to perform? *(presentation of awards, judging a competition, cutting a ribbon etc)*	

Refreshments	
Will refreshments be served? *(If yes, please provide details)*	
Time refreshments will be served:	

Photographs and publicity	
The Mayor, or the council, may wish to use photographs taken at your event for marketing purposes/social media. Please confirm we have your permission to do this:	
If the organisation has a social media account, please provide it: *(The Mayor's X account is @LBRUT)*	
Are you issuing a press release? *(if yes, please forward a copy by email)*	

Any Other Useful Information

Charitable Donations *(for Commercial Invites only)*
The Mayor does not charge to attend an engagement however, for a commercial organisation's event, e.g. opening a commercial premises, a donation in advance of the event to the Mayoral charity is suggested. Donations can be made online here, or by using the link in the QR Code above Please contact the Mayor's office if you require further guidance.

Modes of Address

Mayor

The correct address in person is "Mr Mayor" or "Madam Mayor"

The description for the purpose of formal announcement or printed matter is either of the following:

- "The Worshipful the Mayor of the London Borough of Richmond upon Thames, Councillor [First Name] [Surname]"

- "His/Her Worship the Mayor of the London Borough of Richmond upon Thames, Councillor [First Name] [Surname]"

Deputy Mayor

The correct address in person is "Mr Deputy Mayor" or "Madam Deputy Mayor". The correct title is "The Deputy Mayor".

The description for the purpose of formal announcement or printed matter is as follows:

- "The Deputy Mayor of the London Borough of Richmond upon Thames, Councillor [First Name] [Surname]"

When the Deputy Mayor is attending a function in place of the Mayor, they should be accorded the full precedence due to the Mayor. Arrangements similar to those mentioned above should be made for their convenience.

Precedence

The Mayor is accorded precedence everywhere in the Borough, this means they are the most important person except for members of the Royal Family or 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.

Mayoral Protocol

Please ensure you have read the Mayoral protocol prior to submitting this form. The protocol can be found here.