



London Borough of Richmond upon Thames

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

Please complete this form and return by email or post to: Mayors.office@richmond.gov.uk
 Mayor's Office, York House, Richmond Road, Twickenham, TW1 3AA

Please return this sheet as soon as possible and at least fourteen days before the date of the function¹.

Event details	
Title / name of event:	
Organisation:	
Address incl. postcode of the location of the event:	
Day and date of the event	
Time event begins:	
Time event ends:	
Time the Mayor should arrive at:	
Estimated time the Mayor will be free to leave at*: *Please note, the Mayor may have several engagements on any one day so please try to provide a time frame for his / her visit	
Please provide brief details of event, incl. programme of events below. Please attach, if available, a timetable of events during the Mayor's visit or any other useful information.	
Name and title of person(s) who will greet the Mayor on arrival:	
What is their status in the organisation?	
Contact name and phone numbers in case of any queries on the day of the event:	
Name and title of person(s) who will 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):	
Name(s) of other Mayors / VIPs attending:	
Number of expected guests?	

¹ Requests for Mayoral attendance will not be accepted unless a completed form is received by the Mayor's Office

Is the Mayoress/Consort also invited?	
Parking	
Please indicate where the Mayor's chauffeur can park for the duration of the visit: If a parking space is not available, please advise the best drop off point	
Dress	
What is The Mayor advised to wear? <i>(e.g., robes, day dress / smart-casual, dinner dress / black tie)</i>	The Mayor
Please note that the Mayor will always wear the badge of office/chains	
What is the Consort (if attending) advised to wear? <i>(e.g., day dress / smart-casual, dinner dress / black tie)</i>	Consort
Is any special clothing required? <i>(e.g., wellingtons, walking shoes, hard hat, etc - if yes, will you be providing these?)</i>	
Specific requirements	
Do you wish The Mayor to propose a toast? <i>(if yes, please give details below)</i>	
Do you wish The Mayor to say a few words? <i>(If yes, please provide a few bullet points, please also give the name of anyone The Mayor should particularly mention and the reasons for it.)</i>	
Any other function The Mayor will be asked to perform <i>(presentation of awards, competition judging, ribbon cutting etc)</i>	
Refreshments	
Will refreshments be served? <i>(If yes, please provide details)</i>	YES / NO
Time refreshments will be served:	
Charitable Donations (for Commercial Invites only)	
The Mayor does not charge for appearances, but where possible, we encourage commercial organisations to donate to the Mayor's Charity.	
Donations can be made online here	
Photographs and publicity	
The Mayor may wish to use photographs taken at your event on the Mayor's twitter account. Please indicate if we have your permission to do this?	YES / NO
Are you issuing a press notice? <i>(if yes, please attach a copy?)</i>	YES / NO

Mode of Address

Mayor

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

Official

“Her Worship the Mayor of the London Borough of Richmond upon Thames, Councillor xxxxx”

Or

“His Worship the Mayor of the London Borough of Richmond upon Thames, Councillor xxxxx”

The correct address in person is *“Madam Mayor”* or *Mr Mayor*

Deputy Mayor

When the Deputy Mayor is attending a function in place of the Mayor, she should be accorded the full precedence due to the Mayor and arrangements similar to those mentioned above should be made for her convenience.

The correct title is *“The Deputy Mayor”*, and they are addressed as *“Madam Deputy Mayor”* or *‘Deputy Mayor’*

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](#).