



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](mailto: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 return this sheet 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 with postcode of place where function is to be held (attach map if available)  
\_\_\_\_\_  
\_\_\_\_\_
5. Is the Mayoress/Consort also invited?      Yes / No
6. Time function starts \_\_\_\_\_ ends \_\_\_\_\_
7. Time the Mayor should arrive \_\_\_\_\_ leave \_\_\_\_\_
8. Please attach, if available, a timetable of events during the Mayor's visit
9. Who will receive the Mayor on arrival? \_\_\_\_\_
10. What is their status in the organisation? \_\_\_\_\_
11. Type of dress: Please note that the Mayor will always wear the badge of office/chains  
Please delete as applicable  
Robes              Dinner dress/Black tie              Morning dress  
  
Lounge dress      Jacket/Blazer and tie
12. Number of expected guests \_\_\_\_\_

13. Names of other principal guests (eg. Chairman, Councillors, MPs, Speakers)

---

---

14. What type of refreshments will be provided and at what time? (sit-down/buffet/canapés)

---

15. Will the Mayor be required to:

Make a speech? Yes / No      Propose or respond to a toast? Yes / No

16. If Yes, please attach name of toast or subject of speech and supply relevant details and background information

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

---

18. Name of person who can be contacted if more details are required

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone mobile  
(required)

Other (e.g.  
home/work)

Email \_\_\_\_\_

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

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

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

22. 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](http://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 7123

**N.B.**

Please can you ensure that the person named to receive the Mayor is ready to offer refreshments on arrival – the Mayor may have had a very busy day!

If the Mayor is early please ensure that they are comfortable before introducing them to your key guests.