KIDDERMINSTER TOWN COUNCIL

**MUNICIPAL YEAR**

**2024/2025**

**012**

**Information Sheet for Mayoral Engagements**

You may find the following forms of address useful:-

To address the Mayor personally: ***“Mr Mayor” or “Madam Mayor”***

To introduce the Mayor: **The Worshipful Mayor of Kidderminster.**

|  |  |
| --- | --- |
| NAME OF FUNCTION |  |
| DAY & DATE OF FUNCTION |  |
|  |  |  |
| VENUE | *(Full address and telephone number)*  |
| CAR PARKING FACILITIES | *(If possible, a space should be reserved)*  |
| ARRIVAL & DEPARTURE TIMES FOR THE MAYOR  | *(e.g. Arrival 5 minutes before a concert begins or 5 minutes after other guests have arrived for a Reception)* | Arrival time | Departure time  |
| WILL REFRESHMENTS BE PROVIDED? | TYPE:  |
| NAME OF CONTACT ON ARRIVAL | *This person should meet the Mayor on arrival and make the necessary introductions to the presiding person* |
| WHO WILL PRESIDE? |  |
| DRESS | MAYOR : FORMAL / Informal \*MAYORESS: FORMAL / Informal  |
|  |  |
| IS THE MAYOR REQUIRED TO MAKE A SPEECH? | If **YES**, please provide brief background information to assist the Mayor in making a speech relevant to the occasion. Any relevant agenda, programme should accompany this form. |
| YES | NO |
| Please note below any other requirements/arrangements (e.g. presentation of awards): |
|  | \* please delete as appropriate |
| NAME, ADDRESS, TELEPHONE NUMBER OF EVENT ORGANISER |  |

If appropriate, please attach background details on your organisation or your website address

Please return the sheet to:

Mayor’s Office Kidderminster Town Council, Wyre Forest House, Fine point Way, Kidderminster, DY11 7WF

Email: office@kidderminstertowncouncil.gov.uk Tel: 01562 732681