

KIDDERMINSTER TOWN COUNCIL

MAYORAL ENGAGEMENT INFORMATION

**MUNICIPAL
YEAR
2025/2026**

NAME OF FUNCTION			
DAY & DATE OF FUNCTION		TIME OF FUNCTION	

ARRIVAL & DEPARTURE TIMES FOR THE MAYOR	Arrival time <i>(e.g. Arrival 5 minutes <u>before</u> a concert begins or 5 minutes <u>after</u> other guests have arrived for a Reception)</i>	Departure time
VENUE	<i>Full address</i>	
CAR PARKING FACILITIES	<i>If possible, a space should be reserved. Or please note parking facilities nearby.</i>	
WILL REFRESHMENTS BE PROVIDED?	<i>Type of refreshments</i>	
NAME OF CONTACT ON ARRIVAL	<i>This person should meet the Mayor on arrival and make the necessary introductions to the presiding person</i>	
WHO WILL PRESIDE?		
DRESS	MAYOR: FORMAL / INFORMAL * MAYORESS: FORMAL / INFORMAL	
IF FORMAL WEAR IS REQUESTED, ARE CHAINS OF OFFICE TO BE WORN?	YES	NO

IS THE MAYOR REQUIRED TO MAKE A SPEECH, ANNOUNCEMENT OR COMMENT?	If YES , please provide brief background information to assist the Mayor in making a speech relevant to the occasion. Any relevant agenda or programme should accompany this form.	
YES	NO	
Please note below any other requirements/arrangements (e.g. presentation of awards):		

* please delete as appropriate

NAME, EMAIL, CONTACT NUMBER OF EVENT ORGANISER	Name: Email: Contact number:
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If appropriate, please attach background details on your organisation or your website address

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"**

Please return document to:

Mayor's Office, Kidderminster Town Council, Town Hall, Kidderminster, DY10 3FE

Email: office@kidderminstertowncouncil.gov.uk Tel: 01562 732680