

In order that appropriate arrangements can be made for visits by the Mayor,
please complete and return this form to the Mayor's Office by email to:
mayor@wellingboroughtowncouncil.gov.uk or deputyclerk@wellingboroughtowncouncil.gov.uk

- Please indicate 'n/a' if a question on the form is not relevant to your function.
- Please supply, if available, a timetable of events during the Mayor's visit

The Mayor's Charities for 2023/24 are:

All Hallows Bell Tower, Diocese of Peterborough Charity.
Twinkling Stars Appeal, Northampton Health Charity

All donations gratefully received via bank transfer to: Wellingborough Town Council
Sort Code: 60-83-01 / Account: 2043 9143 / Reference: Donation to Mayor's Charity

Thank you!

Details of organiser

Name	
Business, Group or Organisation	
Address	
Email address	
Phone number	
Mobile number <i>(in case of emergencies on day of event)</i>	

Details of function

Name of function/event	
Day & date of function	
Venue (<i>full address</i>)	
Timings of function:	
Time of arrival of the Mayor	
Time function starts	
Time function ends	
Desired duration of the Mayors visit	
Are parking facilities available for the Mayor's car? <i>If so, please give details of location.</i>	
Who will receive the Mayor on arrival? <i>Please include persons status in organisation</i>	

Details of function

Name of host / organisation	
Type of function <i>e.g. reception, dinner, conference, meeting, bazaar etc...</i>	
Brief description of function	
Dress code: i.e. Robes, Dinner dress/black tie, Morning dress, Lounge dress, Jacket/blazer and tie <i>Note - the Mayor will always wear the badge of office/chains</i>	
Is the Mayor's consort also invited?	
Number of expected guests (approx.)	
Who will be attending the event? Names of special guests or key people to be introduced to the Mayor? <i>Please give details</i>	
Please indicate if refreshments will be provided at this event. <i>e.g. sit down lunch, dinner, drinks reception, buffet, canapés etc...</i>	<i>Please note that The Mayor (and Consort) are vegetarians.</i>

Mayoral duties

Will the Mayor be asked to:

Perform a ceremony? (e.g. open the event, cut a ribbon)	
Make presentations? e.g certificates, prizes? If so, to whom?	
Say a few words (e.g. in welcome to the event)? If so, please provide information	
Propose a toast? If so, please provide wording of toast	
Reply to a toast? If so, please provide wording of toast	
Make a speech? <i>If you would like the Mayor to make a speech, please supply an appropriate form of words (as a separate attachment) detailing what you would like the Mayor to say. This will ensure that the correct message is given.</i>	
Please indicate the time allotted for speech	

Permission and other Councils

For visits outside Wellingborough Town Council boundary, the Mayor requires permission to wear Chain of Office. <i>Please indicate which town / parish is to be contacted</i>	
Has an invitation been extended to any other Mayor or Chairman of a local Council? <i>If yes, please give name(s)</i>	

Finally...

If the local media wish to publicise this function, may they be given details?	
Is an invitation or ticket required to gain entry?	
Is any payment required prior to the event? <i>If so, please state sum and bank transfer information</i>	

Additional information

Please use this box to supply additional information which may be useful to the Mayor, i.e. brief background notes on the organisation, name of person(s) that the Mayor should refer to, together with the nature of their connection with organisation.