

## Civic Office Engagement Form

Please complete all relevant sections of the table below and return the form to:  
 Heather Elliott, PA to the Mayor, Swale Borough Council, Swale House, East Street,  
 Sittingbourne ME10 3HT or email to: [mayorspa@swale.gov.uk](mailto:mayorspa@swale.gov.uk)

**Please note to guarantee the Mayor's attendance, forms must be returned at least two weeks before the event.**

<b>Name of event:</b>	
<b>Date of event:</b>	
<b>Start and finish time of event: <u>What time would you like the Mayor to arrive:</u></b>	
<b>Venue address - including <u>postcode</u>:</b>	
<b>What will be taking place at the event:</b>	
<b>Are there any specific duties you would like the Mayor to perform:</b>	
<b>Who will meet the Mayor:</b>	
<b>Will a parking space be reserved for the Civic car - <u>if so where</u>:</b>	
<b>Any background information that will be useful for the Mayor to know in advance:</b>	
<b>Name of main contact: Telephone number(s): Email address:</b>	

**Protocol Guidance:**

- For any speeches please introduce the Mayor as: “*The Worshipful the Mayor of Swale, Councillor Paul Stephen*”. He can also be addressed as “*Mr Mayor*”.
- The order of precedence for making a speech would be the Mayor of Swale first, followed by the chairman or president of your organisation. **Unless the Lord Lieutenant or Deputy Lieutenant is present, in which case he/she would precede the Mayor in any address.**
- **Dietary requirements:** The Mayor has no specific dietary needs but Mayoress Councillor Sarah Stephen is not fond of nuts.