

DROITWICH SPA TOWN COUNCIL

Mayor's Engagement Form

Please return to: Jane Greenfield, Assistant Town Clerk, St Richard's House, Victoria Square, Droitwich Spa, Worcestershire WR9 8DS
no later than **one week** before the event
email: jane.greenfield@droitwichspa.gov.uk

You may find the following forms of address useful:-

When addressing the Mayor personally: **"Mr Mayor"**

When introducing the Mayor: **"The Mayor of Droitwich Spa, Cllr Alex Sinton"**

When introducing the Consort: **"Mayoress to the Mayor of Droitwich Spa, Mrs Eleanor Sinton"**

Name of Function	
Date of Function	
Venue Address and Telephone Number (including Post Code for Sat Nav)	
Car Parking Facilities (a space should be reserved wherever possible)	
Time of Mayor's Arrival	
Programme Timing	
Length of time Mayor required to stay at Function:	
May a Guest of the Mayor Accompany?	
Place where Mayor will be received upon arrival	
Name of person greeting the Mayor on arrival	
Will refreshments be provided?	
Who is Presiding	
Dress	
Name, Address, Telephone Number and Email of Event Organiser	
Will the Mayor be required to wear the Chain of Office	
Will the Mayor be required to make a Speech, give a Toast or make a Presentation?	
Background Details on Organisation Concerned:	

If there is a Toast List, Agenda or Programme it would be helpful if this could be enclosed for information.
If appropriate, could the Mayor be advised of other special guests who are expected.

Please note below any other details which you may consider relevant:

*** Please delete as appropriate**