



# Bracknell Town Council

## Bracknell Town Mayor Engagement Request Form

Please use this form if you would like the Town Mayor to attend an event you are organising. Please note that this is a request form for the Town Mayor to attend your event and not a booking form. You will be notified within ten working days whether the Town Mayor is able to attend.

To ensure that your event goes well please read the [guidance notes](#) on how to receive the Town Mayor at an engagement.

**Items marked (\*) must be completed.**

### Details of Event

*Organisation / Company Name	
*Type of Event	
*Date of event	
*Event Start Time	
*Event Finish Time	
*Venue	
*Street	
*Locality	
*Town	
*County	
*Postcode	
*Time you need the Town Mayor to arrive	
*Time you need the Town Mayor to leave	
*Who will meet the Town Mayor on arrival and escort them thereafter?	
*Who will oversee the event on the day?	
*Will a parking space be reserved for the Town Mayor? If yes, where will it be? <i>The Mayor and their Consort will arrive at the prearranged place on time and will be wearing the Mayoral regalia, so you will need to take reasonable precautions for their safety.</i>	YES / NO
*Will a particular style of dress be required?	

The information you have provided will be used for the purpose of this service only. If the information on this form relates to an organisation which is providing a service on behalf of Bracknell Town Council, it may be shared with that organisation to deal with your enquiry or complaint. Otherwise, we will not disclose any information about you to outside organisations or third parties without your consent, unless there is a legal requirement to do so.

*Will the Town Mayor be required to purchase a ticket for the event?  If yes, please specify ticket price	YES / NO  £
---	-------------------

Names and titles of other invited guests and dignitaries attending the event, if applicable:	
--	--

*Please provide further relevant background information about the event
---

**\*Will you be arranging any of the following?**

Tea /Coffee		Lunch		Afternoon Tea		Dinner	
-------------	--	-------	--	---------------	--	--------	--

**\*What would you like the Town Mayor to do? (Please tick)**

Cut the ribbon for your official opening	
Draw raffle tickets	
Give a speech	
Judge a competition	
Present certificates/prizes	
Unveil a plaque	
Propose / respond to a toast	
Other (please specify)	

If you would like the Town Mayor to give a speech, please detail any key information you would like them to address and note anyone you would like them to mention and why:

Will there be an opportunity for the Town Mayor to meet / chat to other members of your organisation?	YES / NO
*Have you arranged any publicity for your event such as booking the press to take photographs?  If yes, what time have you arranged this for?	YES / NO

The information you have provided will be used for the purpose of this service only. If the information on this form relates to an organisation which is providing a service on behalf of Bracknell Town Council, it may be shared with that organisation to deal with your enquiry or complaint. Otherwise, we will not disclose any information about you to outside organisations or third parties without your consent, unless there is a legal requirement to do so.

*If the Town Mayor cannot attend, are you happy for the Deputy Mayor or Past Mayor to attend?	YES / NO
Will you permit the Town Mayor/Deputy Mayor to take photographs and use them on BTC social media?	YES / NO

## Your details

Items marked (\*) must be completed.

*Title	
*First Name	
*Last Name	
*Phone number	
*Out of hours mobile number	
*E-mail	

The information you have provided will be used for the purpose of this service only. If the information on this form relates to an organisation which is providing a service on behalf of Bracknell Town Council, it may be shared with that organisation to deal with your enquiry or complaint. Otherwise, we will not disclose any information about you to outside organisations or third parties without your consent, unless there is a legal requirement to do so.

## Guidance for your Mayoral Engagement

The role of Town Mayor is to be the ambassador for Bracknell Town Council and to represent the Town as its First Citizen at events and functions. The Town Mayor is committed to raising the profile of Bracknell Town Council and to forge links with the public, voluntary and private organisations in the Town.

The Town Mayor, as your guest to your event, is there to celebrate and recognise your own organisation's achievements and milestones. Below are tips to ensuring your event is enjoyable and memorable for everyone involved.

### **How you should address the Town Mayor / Deputy Mayor:**

To introduce the Town Mayor at your event and for invitations, written correspondence and publicity purposes: Town Mayor: Councillor Mr / Mrs/ Ms / Dr First Name / Surname, Town Mayor Deputy Town Mayor: Councillor Mr / Mrs/ Ms / Dr First Name / Surname, Deputy Town Mayor

### **In advance of the engagement:**

- Please complete the engagement form or e-mail [Mayor@bracknelltowncouncil.gov.uk](mailto:Mayor@bracknelltowncouncil.gov.uk) to request the Town Mayor's attendance at your event. Please be aware that the Town Mayor is unable to accept any directly received invitations without an engagement form being completed.
- When you submit your engagement request please provide as much background information as possible on your organisation and the event. It would be helpful if you could attach any leaflets or any other information which would be useful for the Town Mayor.
- If you have asked the Town Mayor to make a speech, please send key information you wish to be included such as key dates or details of names you wish to be mentioned.
- It is only on very rare occasions that the Deputy Town Mayor is invited to events in his own right, usually only if there is a combined interest such as, a Governor or supporting a personal charity. Please still direct this request through the office unless the invitation is being sent to all Town Councillors.
- Please reserve a parking space for the Town Mayor, especially if your event begins or ends after dark.
- The Town Mayor will not be accompanied by a photographer, so you will need to make your own arrangements for someone to take photographs during the event.
- If you are considering issuing a press release and want to include a quote from the Town Mayor, please contact Bracknell Town Council via [Mayor@bracknelltowncouncil.gov.uk](mailto:Mayor@bracknelltowncouncil.gov.uk)
- The following local media may be interested in publicity material about your event:
  - Bracknell News [news@bracknellnews.co.uk](mailto:news@bracknellnews.co.uk)
  - BBC Radio Berkshire [radio.berkshire.news@bbc.co.uk](mailto:radio.berkshire.news@bbc.co.uk)
  - Heart FM [thamesvalley.news@heart.co.uk](mailto:thamesvalley.news@heart.co.uk)

### **At the engagement:**

- Please ensure that the Town Mayor or Deputy Town Mayor is met on arrival by the member of your organisation indicated on the engagement form and it is helpful if the Town Mayor can be accompanied when being introduced to key personnel.
- The Town Mayor should be introduced first to your other guests unless
  - 1) a member of the Royal Family
  - 2) a representative of the King
  - 3) or The Borough Mayor is in attendance.
- The seat reserved for the Town Mayor should be on the immediate right of the person presiding at your event (subject to the rule above). The Town Mayor will be happy for you to take photographs at appropriate times throughout the event, for example presenting prizes, cutting a ribbon, meeting members of your organisation. After the engagement: We would be grateful if you would send copies of any photographs you take to [Mayor@bracknelltowncouncil.gov.uk](mailto:Mayor@bracknelltowncouncil.gov.uk)

The information you have provided will be used for the purpose of this service only. If the information on this form relates to an organisation which is providing a service on behalf of Bracknell Town Council, it may be shared with that organisation to deal with your enquiry or complaint. Otherwise, we will not disclose any information about you to outside organisations or third parties without your consent, unless there is a legal requirement to do so.