



**London Borough of Wandsworth
Information for Organisers of Functions and Events to be attended by the
Mayor or Deputy Mayor**

Please complete this form as soon as possible and at least fourteen days¹ before the date of the function and return by email to: Mayors.office@wandsworth.gov.uk

Please also ensure that you have read the [Mayoral Protocol](#) prior to the event.

EVENT DETAILS	
Title/name of event:	
Organisation:	
Address incl. postcode of the event:	
Day and date of the event	
Time event begins:	
Time event ends:	
Time the Mayor should arrive at: Estimated time the Mayor will be free to leave at*:	
*Please note, the Mayor may have several engagements on any one day so please try to provide a time frame for his / her visit	
Please provide brief details of event, incl. programme of events below. Please attach, if available, a timetable of events during the Mayor's visit	
Name and title of person(s) who will greet the Mayor on arrival:	
What is their status in the organisation?	
Contact name and phone numbers in case of any queries on the day of the event:	
Name and title of person(s) who will stay with the Mayor throughout the event:	
Name(s) of other Mayors / VIPs attending:	
Number of expected guests?	
Is the Mayors consort also invited?	

¹ requests for Mayoral attendance will not be accepted unless a completed form is received by the Mayor's Office

PARKING	
Please indicate where the Mayor's chauffeur can park for the duration of the visit: If a parking space is not available, please advise the best drop off point	
DRESS	
What is The Mayor advised to wear? <i>(e.g., robes, day dress / smart-casual, dinner dress / black tie)</i>	The Mayor
Please note that the Mayor will always wear the badge of office/chains	
What is the Consort (if attending) advised to wear? <i>(e.g., day dress / smart-casual, dinner dress / black tie)</i>	Consort
Is any special clothing required? <i>(e.g., wellingtons, walking shoes, hard hat, etc - if yes, will you be providing these?)</i>	
SPECIFIC REQUIREMENTS / DUTIES	
Do you wish The Mayor to propose a toast? <i>(if yes, please give details below)</i>	
Do you wish The Mayor to say a few words? <i>(If yes, please provide your suggested speech, please also give the name of anyone The Mayor should particularly mention and the reasons for it.)</i>	
Are there any other function The Mayor will be asked to perform? <i>(presentation of awards, competition judging, ribbon cutting etc)</i>	
REFRESHMENTS	
Will refreshments be served? <i>(If yes, please provide details)</i>	YES / NO
Time refreshments will be served:	
MAYOR'S CHARITY	
Charitable Donations (for Commercial Invites only)	
The Mayor does not charge for appearances, but where possible, we encourage commercial organisations to donate to the Mayor's Charity. Donations can be made online https://www.wandsworth.gov.uk/the-council/councillors/the-mayor-of-wandsworth/mayors-charities/	
PHOTOS / PUBLICITY	
The Mayor may wish to use photographs taken at your event on the Mayor's twitter account. Please indicate if we have your permission to do this?	YES / NO
If you have a twitter handle, please provide it:	
NB: The Mayor's Twitter handle is @WandsworthMayor	
Are you issuing a press notice? <i>(if yes, please attach a copy?)</i>	YES / NO
NB: Please attach any information which may be helpful in briefing the Mayor and any relevant literature such as a programme or order of proceedings.	