

It would be helpful both for you and the Mayor if you would provide information by answering the following questions. Please fill in and return to Laura Goodman, Mayoral and Civic Events Officer Great Yarmouth Borough Council.

Date of Event

Name of Function

Name of organisation hosting the Mayor

Brief description of function i.e. Meeting, Dinner, Luncheon, Church Service etc.

Is the function formal? YES/NO

Are you expecting the Mayoress to attend?

If they are to be seated separately who will accompany The Mayoress?

Please indicate dress to be worn Mayor: Black Tie//Lounge Suit/Casual Mayoress: Evening/Cocktail Day Dress/Hat Casual

Do you require the Mayor to wear his chain of office, badge or robes

Please indicate the time you want the Mayor to arrive

Please indicate the duration of the function

Address where function is to take place and telephone number in case of emergency

Who will meet the Mayor at the function please give name and office held

Please supply name and telephone number of person organising the function

Are you expecting the Mayor to speak?

Please indicate in what capacity i.e.
Proposal of toast, response, opening of event,
welcome to delegates, and for how long?
Are there any specific points you would like
the Mayor to refer to?
If you have any information please enclose details

Will refreshments be provided No/Light Refreshment/Meal

Please give information of parking
arrangements

It would be helpful if you you're your own photographer at the event so submit to the local media as there is not always a photographer available

Please return completed form to: Laura Goodman
Mayor's Parlour
Town Hall
Great Yarmouth NR30 2QF

To assist you I have listed below the way you greet the Mayor and how to introduce the Mayor at your event.

When greeting the Mayor – Your Worship

When announcing the Mayor – Ladies and Gentlemen I am pleased to invite His Worship the Mayor of the Borough of Great Yarmouth, Councillorto say a few words/open event/etc.

If you have any queries please ring 01493 846125
email lauragoodman@great-yarmouth.gov.uk