

Chairman's Engagements Form

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1. Name of Function:
2. Day and Date of Function:
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3. Full Address and Post Code *(please provide full details and provide a map to the location of the event)*:
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4. Contact name: _____ 5. Contact telephone number: _____
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6. Is the Chairman's Consort Invited? YES/NO
7. Will a car parking space be allocated for the Chairman's car? YES/NO
8. Name of person meeting the Chairman upon arrival?
9. Time the Chairman should arrive _____ a.m./p.m.
10. Time the event will start: _____ a.m./p.m.
11. Anticipated conclusion time: _____ a.m./p.m.
12. What dress code is required: e.g. Lounge Suit/
Jacket/tie/etc? Dress for Consort?
e.g. hat/trouser suit etc?
13. Chain/Badge of Office to be worn (please select) YES/NO
- Please note that it is usual for the Chairman to wear the Chain of Office if the event is within Mid Sussex. If the function is outside Mid Sussex, permission to wear the Chain of Office will be sought by Mid Sussex District Council.**
14. Will other Chairmen/ Mayors be attending? YES/NO
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15. The Chairman would like to be of maximum support to your organisation. Please indicate which of the following tasks are appropriate to your function. You may select more than one item.

We would like the Chairman to:

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| (a) Propose a Toast | YES/NO |
| (b) Propose a Vote of Thanks | YES/NO |
| (c) Make a Speech <i>(if so, please attach details to help the Chairman)</i> | YES/NO |
| (d) Have the opportunity to meet and encourage the organising Committee | YES/NO |
| (e) Have the opportunity to meet Volunteers and Group Members | YES/NO |
| (f) <i>Have the opportunity to meet participants (i.e. Concerts/Displays etc.)</i> | YES/NO |
| (g) Present awards | YES/NO |
| (h) Other <i>(please state):</i> | |

16. Other persons who will speak?

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17. Please provide details on whether you are inviting the press and/or your own photographer to the event. If you are commissioning your own photographer for pictures featuring the Chairman please would you arrange for pictures of the Chairman to be sent by e-mail to committees@midsussex.gov.uk
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18. Any further information available would be appreciated.

Please return completed form to: Democratic Services
Mid Sussex District Council, Oaklands, Oaklands Road, Hayward Heath, West Sussex, RH16 1SS
Tel 01444 477225
Email: Committees@midsussex.gov.uk