



## NOTES FOR THOSE INVITING THE PRESENCE OF THE TOWN MAYOR

Thank you for kindly inviting the Town Mayor to your forthcoming event. You may find the following notes of help as the Mayor would very much like to assist you in having a successful event.

1. Protocol – In East Grinstead the foremost citizen of the town is the Town Mayor, in this respect he/she is only out-ranked by the sovereign or sovereign's representative (such as Lord Lieutenant). Therefore the Mayor should be treated as a dignitary, in reference to speeches, welcomes etc. This does not mean that you must ask the Town Mayor to make a speech but he/she should have some involvement in cutting ribbons / presentations etc if others are also being asked.
2. Please note that the Mayor should be addressed as "Town Mayor" whether male or female
3. Please be clear on actual timing for the Mayor's arrival and let us have a contact number/email of your organiser.
4. It would be appreciated that, if the Town Mayor is attending unaccompanied, then a member of your group be assigned to stay with the Mayor during his/her visit.
5. The Town Mayor is more than pleased to make a speech and perform any duties, such as cutting a ribbon, presenting prizes etc. However, it will greatly assist him/her if prior notice and full details can be given of all duties and some pointers/hints for any speech required.
6. Do let us know if the Mayor will be required to buy a raffle ticket or purchase anything to raise funds during your event. We would ask at the moment if you can let us know prior to the event as we will pay for anything via BACS, if possible, to avoid the use of cash. This will save any embarrassment on the day for both parties!
7. If your event is outside of East Grinstead Parish then clearly note 1 will be superseded. However, please advise whether you wish the Town Mayor to wear the chain of office as it may be required that permission to do so needs to be sought from the Parish in which the event is being held.
8. Before the event you will need to provide the Town Council with a Covid Risk Assessment for your event. The Town Mayor will wear a mask and we ask you keep a 2m distance where possible. The Town Mayor will not shake hands and please ensure that any photos are taken with everyone in the photo at an appropriate distance.

*Many thanks for helping us to ensure your event wishes are met.*