



The Mayor of Test Valley's attendance at functions



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This information has been compiled to assist the organisers of events so that protocol can be followed for the attendance of the Mayor of Test Valley.

Event information and details must be provided on the attached sheet and submitted no less than 6 days prior to the occasion. Please send/ email details to:

Mayor's Assistant, Beech
Hurst, Weyhill Road, Andover,
SP10 3AJ

**[sharongoodridge@
testvalley.gov.uk](mailto:sharongoodridge@testvalley.gov.uk)**



Precedence

With the exception of H.M. The Queen or her representative, usually the Lord Lieutenant, the Mayor is the first resident of the Borough and has precedence over all other persons in the Borough, including Members of Parliament and other Councillors.

The Mayor should, therefore, be treated with honour and respect.

The Mayor should be seated on the top table to the immediate right of the Chairman/person presiding, with the Mayoress/Consort also seated on the top table to the Mayor's right.

If the Lord Lieutenant of Hampshire is present he/she takes the seat to the immediate right of the Chairman, the Mayor should then be seated on the left of the Chairman, the Mayoress/Consort should sit on the Mayor's left.

It should be noted that The Mayor cannot accept the Vice-Presidency/Chairmanship of any organisation or club during his/her year in office.



Greeting the Mayor

The Mayor should be met immediately upon arrival by a responsible person and escorted throughout the duration of the event.

It would be expected that the Mayor would arrive last at a function, when everyone else is in place. If the Mayor is requested to take part in a reception line, they should be asked to arrive 15 minutes before the start of the proceedings in order that they may be briefed and meet the organisers. This arrangement will avoid unnecessary waiting on their part.

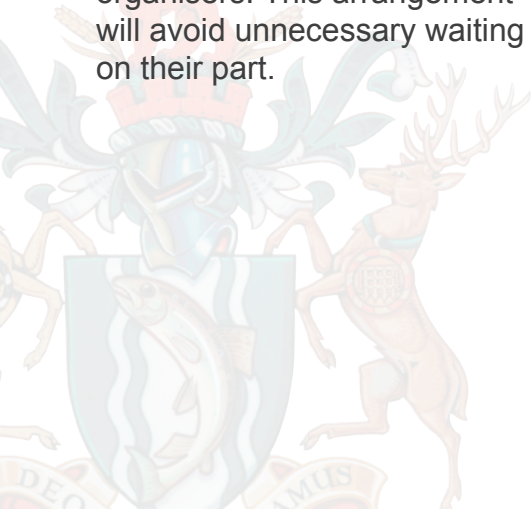
Where other guests are present at a function especially members of the Royal Family, the Mayor and Mayoress/Consort should be introduced to these guests.

When speaking to the Mayor and Mayoress/Consort they should be addressed as:

**Mr Mayor/Madam Mayor
and Madam Mayoress/Mr
Consort**

or in the case of a Deputy Mayor

**Mr/Madam Deputy Mayor and
Deputy Mayoress/Consort
Mr/Mrs...x...**



Speeches

If there is to be a toast to the Borough of Test Valley (to which the Mayor would reply) it should immediately follow the “Loyal Toast”.

The Mayor should have the privilege of being the first speaker.

The Mayor will normally only agree to speak at any dinner or other function when he/she is to be called upon for this purpose before 10.00 p.m.

If the Mayor is to be asked to propose or respond to a toast or speak on any subject at the function, you are asked to provide the name of the toast, subject upon which the Mayor will be expected to speak, together with subject details and the names of any person or persons to whom reference should be made.

If the Mayor is not required to speak the speakers should acknowledge his/her presence.



Toast list/ order of procedure

If the function is a dinner, luncheon or public meeting, a copy of the toast list, agenda or programme, showing the order of procedure should be returned with the attached sheet to the Mayor's Assistant.

A list of VIP's attending the function should also be provided, this is particularly important if the Lord-Lieutenant is attending.

The correct description for the purposes of printing on invitations is:

The Worshipful the Mayor of Test Valley, Councillor...x...

And where the Mayoress/ Consort presence is required to attend:

The Worshipful the Mayor of Test Valley, Councillor ...x... and Mrs/Mr...x

or in the event the Deputy Mayor is attending:

The Deputy Mayor/Mayoress of Test Valley, Councillor ...x...

And where the Deputy Mayor's Mayoress/Consort is required to attend:

The Deputy Mayor/Mayoress of Test Valley, Councillor ...x... and Mrs/Mr...x...



Bazaars, sales of work etc

If the Mayor and/or the Mayoress/Consort is asked to open fetes, bazaars, sales of work, etc., for charitable purposes, the invitation should be for the first day of opening unless the first day's bazaar or sale is to be opened by a member of the Royal Family or the Lord Lieutenant of the County.



Press Release

The Mayor is very happy to be included in any news release about your event so please feel free to include details that The Mayor of Test Valley was in attendance. If you wish to include any photographs of the Test Valley Mayor please check the image with The Mayor's Office before inclusion. Thank you



Event/Function Detail Form

Event/Function Name or Title:		
Event day and date:		
Please state whether it is desired that the Mayoress/Consort should attend the Function: Yes / ...No		
Please state the time the Mayor and Mayoress/Consort should arrive at the event/function – and conclusion time:	Arrive:	Depart:
Contact name:	Contact number:	
Contact email:		
Event/Function venue and address details:		
Will refreshments be served at the event? (Please note there is no obligation to provide food but this information is requested so that the Mayor's timetable can be arranged accordingly)		
Please state for the information of the Mayor whether the following should be worn (mark as applicable): <input type="checkbox"/> Evening dress <input type="checkbox"/> Dinner dress <input type="checkbox"/> Morning dress <input type="checkbox"/> Lounge dress <input type="checkbox"/> Decorations /medals <input type="checkbox"/> Robes(civic events) <input type="checkbox"/> Smart Casual		
Name of toast or subject of speech (if any):		
Particulars and details which will be of assistance for toast/ speech including the name of person/persons to whom reference should be made and the nature of their assistance to the organisation		
Name and duties of person who will escort the Mayor, at all times, during the function:		
Details of other guests likely to attend the function:		
Car parking facilities reserved at: (please enclose/attach map where appropriate)		

PLEASE NOTE; This page must be returned to: sharongoodridge@testvalley.gov.uk (01264 368022) or by post to: The Mayor's Assistant, Beech Hurst, Weyhill Road, Andover, SP10 3AJ as soon as possible and at least six days prior to the event.	
Applicant's Name and Position/Designation:	Date of application:
Applicant's address details:	Telephone number:
Any additional information should be written on the reverse of this form – thank you	