**Mayor’s Engagement Application Form**

Please complete all sections of this form and return with any accompanying paperwork to [mayor@walsall.gov.uk](mailto:mayor@walsall.gov.uk) or The Mayor’s Parlour, The Council House, Walsall, WS1 1TP

When we receive your completed form, we’ll check the Mayor’s diary and send you a written response.

The Mayor needs five working days’ notice of the request.

# About the event

**Event name:** Click or tap here to enter text.

**Venue name and address:** (must include postcode) Click or tap here to enter text.

**Date of event:**  Click or tap to enter a date.

**Type of event:** (ie concert, presentation, AGM, social) Click or tap here to enter text.

The Mayor’s Consort may accompany the Mayor – this will be confirmed in our response. **Do you require the Mayor *only* to attend?** Yes  No

**If the Mayor is unavailable, would you like the Deputy Mayor to attend?**

Yes  No

**Time the Mayor will be required to arrive:** Click or tap here to enter text.

**Time the Mayor is expected to finish:** Click or tap here to enter text.

**Which entrance should the Mayor use?** Click or tap here to enter text.

**Exact drop-off point for the civic car:** Click or tap here to enter text.

You must arrange parking for the civic car for the duration of the visit. This will be at no cost to the Mayor or the Mayor’s office, and it should not cause any inconvenience for the public.

**Where is the civic car to be parked?** Click or tap here to enter text.

**Will refreshments be provided?** Yes  No

**If yes, please give full details including at what point during the event:**

Click or tap here to enter text.

**Please list other persons likely to be present at the event:**

Click or tap here to enter text.

**If a seated event, who will be seated next to the Mayor?**

Click or tap here to enter text.

**Will there be any charge for the Mayor to attend this event?** Yes  No

If yes, please give details of the amount and payment details.

Click or tap here to enter text.

**Is there any other information you feel would be useful for the Mayor?**

Please also attach a full itinerary of the event.

Click or tap here to enter text.

# The Mayor’s activities at the event

If required, the Mayor will speak for a maximum of 2 minutes. It will be assumed that the Mayor is not required to say a few words if you do not give advance notice.

If you would like the Mayor to speak, you must provide a briefing note with required content, as a guide. Failure to produce a briefing note may result in the Mayor not being able to speak.

**Is the Mayor expected to say a few words?** Yes  No

**If yes, at what point during the event will the Mayor speak?** Click or tap here to enter text.

**Is the Mayor expected to perform any special duties?** (for example, ribbon cutting, welcoming guests, proposing / responding to toasts, presenting awards)

Yes ☐ No ☐

**If yes, please provide details, including at what point during the event this should happen:**

Click or tap here to enter text.

# ****Dress requirements****

Please indicate the most appropriate dress for this occasion.

Gentlemen

* Lounge suit
* Dinner jacket

Ladies

* Day dress
* Long evening dress
* Short evening dress
* Hat

Mayoral party

Chains of office will be worn unless you are advised otherwise.

**Will any other special clothing be required?** (for example, walking shoes/waterproofs) Click or tap here to enter text.

# About you

**Name of the person organising the event:** Click or tap here to enter text.

**Name of the organisation:** (if applicable) Click or tap here to enter text.

**Address of the individual/organisation:**  Click or tap here to enter text.

**Email address:** (we’ll use this to confirm attendance) Click or tap here to enter text.

**Phone number:**  Click or tap here to enter text.

# About the host

A host must be available during the event to:

* guide and instruct the Mayor during the visit
* meet the civic car and receive the Mayor on arrival
* attend upon the Mayor during the event

**Name of host:**  Click or tap here to enter text.

**Host’s mobile number:** (for use in the case of emergency during the event)

Click or tap here to enter text.

# Fundraising

All donations will be gratefully received. [Find out more about the Mayor’s chosen charities](https://go.walsall.gov.uk/your-council/mayor-of-walsall/mayor---biography-of-current-mayor#:~:text=The%20Mayor%E2%80%99s%20charities).

You can [donate to the Mayor’s appeal online](https://www.walsall.gov.uk/STDpayment/STDPayment/STDpaymentView1?SelectedTransID=185) or you can make cheques payable to “Mayor’s Appeal 2023/24” and forward to the Mayor’s Office.

If you are able to donate a prize, which the Mayor can use for tombolas, auctions or raffles at his fundraising events, these can be dropped off at the Mayor’s Office.

# Photographic/video permission

The information we collect consists of your images only. Sometimes, we may want to include details (for example, your name / the outcome of a service on you). This will be made explicitly clear to you before we take any images or video footage.

Images or footage captured at this event will be processed for the purpose of:

* supporting the event
* providing training and awareness
* improving our services
* sharing positive outcomes or important messages within the borough

They may be stored on secure council devices and/or shared to our website, appropriate web portals such as social media platforms. The council can only remove images or footage it has direct access to and uploaded. We cannot confirm the removal of any information shared via social media or copied.

For more information on how we use your information, [visit our data protection webpages](https://go.walsall.gov.uk/your-council/data-protection).

**Check the box to confirm that you give permission for Walsall Council to use any photographs or video footage captured at this event for use in press, publicity or social media.**

**Check the box to confirm that you give permission for Walsall Council to use any photographs or video footage captured of a child/children under 18 for whom you are responsible at this event for use in press, publicity or social media.**

The Mayor may take photographs during this visit for inclusion on the Mayor’s Facebook page. **Please inform a member of the Mayoral team if you don’t want your image to be used for social media purposes.**