

## **GUIDANCE NOTES FOR ORGANISERS**

**Please read these notes carefully**  
**These notes are intended to assist the organisers who wish the Mayor of Milton Keynes to attend their event**

### **Precedence within the Council's Area**

By a tradition which goes back over many years, **the Mayor of a Council is its chief citizen and takes precedence over all other persons within the Council's area**, except members of the Royal Family, or the Lord Lieutenant of the County if specifically delegated to represent Royalty at that particular function. When the Mayor and the High Sheriff of Buckinghamshire are attending the same event in Milton Keynes, the Mayor will take precedence.

The Local Government Act 1972 provides that "The Chairman of a District Council shall have precedence in the District, but not so as prejudicially to affect Her Majesty's Royal Prerogative". Subject to this proviso, **the place to be reserved for the Mayor should be on the immediate right of the Host or other person presiding**. The Mayor's guest should be seated on the immediate right of the Mayor, or on the left of the Host.

### **Form of Address**

The correct wording when writing to the Mayor is -  
**The Mayor of Milton Keynes**, and the salutation is: **Dear Mr Mayor**.

For an announcement: **The Mayor of Milton Keynes, Councillor Andrew Geary**, is correct. The usual mode of oral address is **Mr Mayor**, or **Sir**.

Formal address for the Mayoress is **Madam Mayoress, Madam Lisa Geary**. After the initial introduction, the formal address may be shortened to **Madam**.

### **Invitations and Information Form**

If you would like to invite the Mayor to an event, a written invitation or completed online form should be sent to [mayoroffice@milton-keynes.gov.uk](mailto:mayoroffice@milton-keynes.gov.uk) or alternatively to The Mayor of Milton Keynes, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ.

It is best to give as much notice as possible of any forthcoming invitations to the Mayor in order that they can be given consideration in good time (2 weeks' minimum). All invitations are considered at the Mayor's weekly briefing and acceptance (or decline) will be sent as soon as possible.

Once agreement has been given to accept an invitation, the Mayoral Information Form must be completed and returned to the Mayor's Secretary as quickly as possible; this will ensure the event is included in the Mayoral itinerary. The form can be found on the Council's website on the page 'Mayoral Information', or requested from the Mayor's Office.

On occasion, an Engagement Information Form may be requested **prior** to the Mayor's agreement which must be returned immediately, in order that the details of the event can be given full consideration by the Mayor at the weekly briefing.

### **Publicity and Advertising**

Arranging publicity, attendance by the press etc is the responsibility of the event organisers and not the Mayor's office or the Council. Any publicity referring to the Mayor's attendance must be authorised by the Council. Please send a draft copy to the Mayor's Secretary for consideration. We do, however, issue a programme of forthcoming Mayoral engagements to the media which, with your agreement, can include a contact name and telephone number.

**Organisers of events, particularly those belonging to commercial organisations should note that it is not permissible to use the attendance of the Mayor or Deputy Mayor at an event to advertise goods or services. Attendance by the Mayor or Deputy Mayor does not imply an endorsement of any goods or services.**

### **Arrival and Departure**

**Organisers must appoint someone to meet the Mayor on arrival the moment he/she steps out of the car, and escort the Mayor to the Host for the occasion. The Mayor should not be left unattended during the event.**

The time given for arrival should be such as will ensure the Mayor will arrive a few minutes before the commencement of the function.

Details of available parking should be provided.

### **Additional Information**

It is very important that an **emergency contact number** be supplied, that is valid **at the date and time of the engagement**, in case the Mayor is delayed, or his driver has difficulty locating the venue.

Please provide as much background information about the organisation/event as possible. You may attach additional pages to the Information Form if necessary.

### **Participation by the Mayor at Functions – eg Speeches, Openings, Awards, etc**

If you wish the Mayor to say a few words, make a short speech, hand out awards, cut a ribbon, or take any active part in the proceedings, the Mayor is always happy to do so, but please note this on the Mayoral Form, or advise the Mayor's office in advance.

In the case of a short speech, some indication must be given as to the time allocated for the speech, and where it comes in the proceedings. The Mayor would also appreciate being supplied with some bulleted guidance notes in advance to assist him, especially if organisers wish the Mayor to make reference to the work of their organisation.

It would also be of assistance if any supplementary information, eg, an annual report, newsletter, could be supplied as background information for the Mayor.

Where possible the Mayor should not be called upon to speak or take an active part at a function unless advised previously. However, should it be found necessary during the course of the event, that you wish the Mayor to take part or perform a particular task, the Mayor would be pleased to give it his/her consideration if requested to do so.

### **Toast List etc**

The Mayor is always willing to be included in the Toast List. If the Mayor is to be asked to speak, it is important that it is noted on the Information form, and a copy of the Toast List and list of other speakers is supplied; if there are a number of toasts or speakers, it would be helpful if a note were made of the length of time allowed for the Mayor to speak.

### **Refreshments**

Please make it clear on the Information Form the nature of any refreshments which are to be provided, and refer to our correspondence for any specific dietary requirements.

### **Dress**

It is important that the Mayor and guest of the Mayor are briefed on exact dress requirements. These should be indicated on the Information Form.