

## **ATTENDANCE BY THE MAYOR OF GEDLING**

### **GUIDANCE NOTES FOR ORGANISERS OF EVENTS**

- All requests for the Mayor to attend an event must be sent via the Democratic Services team and not directly to the Mayor.
- Confirmation for the Mayor to attend an event is only following completion of an engagement form.
- If you have not received a response to your initial enquiry for the Mayor's attendance at your event, please contact the Democratic Services Team as soon as possible by email or telephone.

- **PRECEDENCE**

**The Lord-Lieutenant** is the Queen's Representative in the County and as such takes precedence over all other local dignitaries. If the Lord-Lieutenant is not present, the following rule applies:

The Mayor has precedence in the borough. In a Council establishment, the Mayor of Gedling Borough Council takes precedence over any other Civic Dignitary. If the Mayor is not attending and is represented by the Deputy Mayor, he or she takes precedence in a Borough Council establishment over any other Civic Dignitary.

- **HOW TO ADDRESS THE MAYOR**

The Mayor's official title is 'The Worshipful Mayor of Gedling' and this is used to formally introduce the Mayor, otherwise you may address them as 'Mayor' Councillor and adding their name, for example Mayor Councillor Peter Barnes.

- **COMPLETING THE ENGAGEMENT FORM**

Please return your completed engagement form to the Democratic Services team no later than 14 days prior to the event. Any information which you think will have benefit should be included.

Please ensure all details on the engagement form are correct (i.e. day/date, time of arrival etc.). If there are any significant changes to the event please do get in touch with the Democratic Services team as soon as possible.

**If you need any help or assistance please do not hesitate to contact  
Democratic Services:**

**Tel: (0115) 9013673 or (0115) 9013844 or email: [civic@gedling.gov.uk](mailto:civic@gedling.gov.uk)**