



## **BRIEFING FORM NOTES - LORD MAYOR**

### **(or Deputy in his/her absence)**

#### **Departure Time**

The Lord Mayor has many engagements so could you please state a departure time. This is important information for the Lord Mayor and enables him/her to fit other engagements into her diary.

#### **Contact and Telephone Details**

Could you please put the name of the person who is organising the event as the Lord Mayor's Office will need to liaise with them directly? Could you supply as many telephone numbers as possible? If your function is happening over a weekend, it is IMPORTANT that a mobile telephone number is supplied on the form.

#### **Arrival Point for Lord Mayor's Car if Different from Above**

Please give more information on this question especially if it is a school visit or the entrance is at the rear or side of the building in a different road. A Postcode is of great importance for both the venue itself and the entrance where the car must go to.

#### **Name and Position of Person to greet Lord Mayor**

Please state the name of the person who will be greeting the Lord Mayor and their Position/Title. This can be someone who is Senior in the Company or School etc. or another person who will just meet him/her on arrival and escort him 'The Guests to be Presented'. You must inform the Lord Mayor's Office immediately if this

### **Persons to be presented to Lord Mayor**

This question does not necessarily need to be answered. If once the main person has greeted the Lord Mayor and there is no one else to present to them then that is acceptable.

### **Lord Mayor's Speech**

The Lord Mayor Speech should normally be limited to 3 minutes. You must provide as much information as possible as to what you would like the Lord Mayor to speak about. It would be appreciated if some bullet points could be provided. The Lord Mayor will only speak for longer than 3 minutes if they are giving a talk about their year as Lord Mayor

### **Programme for Your Event**

This section MUST be completed giving as much information as possible with regards to what will be happening at the event and approximate timings where appropriate. If a printed programme is available then please attach this to the Briefing Form.

### **Background Information**

This section of the form MUST be completed giving as much information as possible about the event itself and then about the organisation, school, charity etc.

In the first instance please write 2/3 paragraphs about what your event is about. You can then add - what activities are going on, who is helping, who's funding the event, is money being raised for a particular charity, how long has the event been running for, etc. If there is a web address available, could this be added to the form.

### **Dinners or Luncheons**

Where possible a copy of the menu and seating plan should be attached to the Briefing Form.