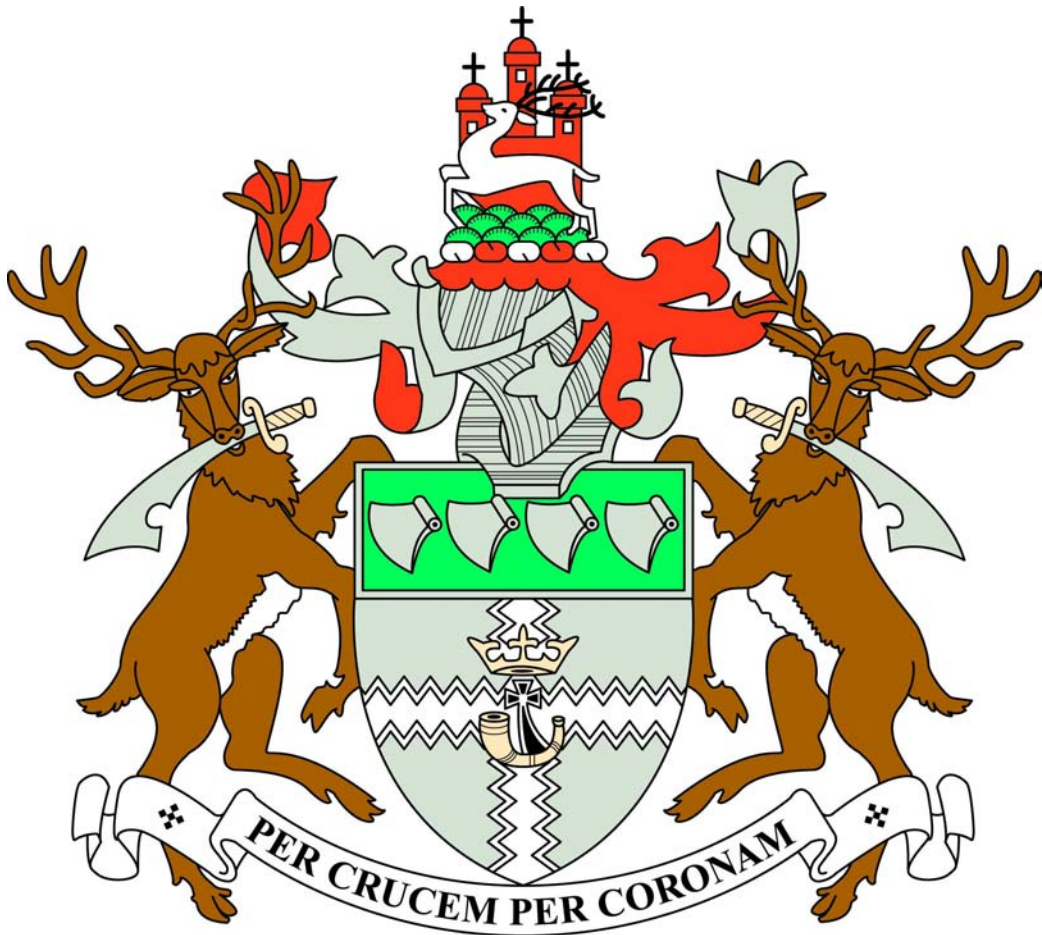




**Epping Forest  
District Council**

---

# **CHAIRMAN'S ENGAGEMENTS**



## Guidelines

The Chairman and escort would find it helpful if you could supply some information about your function by completing and returning the attached form. The Chairman would also find it useful to have some background notes on your organisation, especially if you wish the Chairman to make a speech. The sort of information which is useful is: when your organisation was started; its aims and activities; membership; notable successes and achievements, etc., and anything else which is special about the organisation or which you think would interest the Chairman.

It is hoped that the following notes on receiving the Chairman will be helpful. These notes are only fairly general as there are so many types of function, but do not hesitate to telephone the Chairman's Secretary if you wish to discuss your function, ask questions or seek advice. **(Telephone: 01992 564427)**

### Precedence

**The Chairman is First Citizen of the District and has precedence in all places in the District** (except in very exceptional circumstances, such as when royalty is present). Therefore, the place to be reserved for the Chairman should be in the Chair on the immediate right of the person presiding. The Chairman's escort should be seated on the immediate right of the Chairman or the left of the person presiding.

### Timing

If your function is a dance: then half to three quarters of an hour after the start would probably be appropriate for the Chairman's arrival. If a dinner is involved: then five minutes before the dinner would be right in order to avoid any unnecessary waiting on the part of the Chairman and lady/escort and enabling them to go directly with the host to the reserved places. With a sports meeting, for example, if the event is likely to be lengthy, it is suggested that you invite the Chairman to arrive in time for the finals and prize presentations. It frequently occurs that there are several events on one date and, with fetes for instance, the Chairman might try to look in at two or three - so, in addition to giving time of starting and finishing, please also give the time of anything special happening during the event when you would particularly like the Chairman to be present.

### Arrival

The Chairman and escort **must** be met immediately upon arrival by some responsible person, escorted to their places, and appropriate introductions be made. Somebody in your organisation should take care to look after the Chairman and lady/escort throughout their stay.

### Toast Lists, Agenda, etc.

If the function is a dinner, or meeting, a copy of the toast list or agenda showing the order of proceedings should be supplied as soon as the details are settled and in any case at least ten days before the function.

If you wish the Chairman to propose or respond to any toast or speak on any subject at the function, please do not leave it until the evening to ask. The person making arrangements should send, about a fortnight before the function, the name of the toast or the subject on which the Chairman is required to speak. together with appropriate details, points you specially wish the Chairman to refer to, and the names of any people to whom reference should be made.

All the above notes also apply to the Vice-Chairman or Past Chairman of the Council when attending on behalf of the Chairman and should be accorded the same precedence and courtesies.

### Address Correspondence should be sent to:

Secretary to the Chairman, Epping Forest District Council, Civic Offices High Street, Epping Essex, CM16 4BZ

## Chairman of Epping Forest District Council – Invitation to an Event:

Please read in conjunction with explanatory notes. Return Form to: Chairman's Secretary, Research and Democratic Services, Epping Forest District Council, Civic Offices, High Street, Epping, CM16 4BZ  
**Telephone: 01992 564427 Fax: 01992 564488 Email: [pseager@eppingforestdc.gov.uk](mailto:pseager@eppingforestdc.gov.uk)**

### PLEASE COMPLETE IN BLOCK CAPITALS

<b>Title of Function:</b>			
<b>Date of Function:</b>		<b>Time:</b>	From: To:
<b>Time Chairman should arrive</b>			
<b>Name of Organising Body:</b>			
<b>Organiser:</b>	Name: Address:	Postcode:	
	Phone:	Mobile:	
	Email address:		
<b>Function Location:</b>	Address:	Postcode:	
	Parking Available for Chairman:	Yes/No*	
<b>Contact at Function:</b>	Name:		
	Phone:	Mobile:	
<b>Duties to be undertaken by the Chairman:</b>			
<b>Is Speech required, if so please give details:</b>	Yes/No*		
<b>Notable Guests/Persons to be introduced to the Chairman:</b>			
<b>Is the Chairman's Lady/Escort included in the invitation?</b>			Yes/No*
<b>Should the Chairman wear?</b>	Chain of Office/ Badge of Office*		
<b>Other Information you wish to add:</b>			
<b>Signed for Organising Body:</b>		<b>Date:</b>	

\* Delete as appropriate

### Office Use only:

Accept?	Yes/No	V/C Yes/No	Ack sent:
Car required	Yes/No	Car Ordered:	
Thanks sent:	Yes/No	Date:	