

EVENT PROTOCOL FORM | LORD MAYORAL / COUNCILLOR INVITATION

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| **FUNCTION/EVENT DETAILS** |  |
| Name of event |  |
| Date of event |  |
| Start time of event |  |
| Lord Mayor’s arrival time for event  (eg 9:45am arrival for 10am start) |  |
| Expected conclusion time of event |  |
| If the Lord Mayor has another event to attend, what is the earliest time they can depart? |  |
| Full address where event is to be held   * If applicable include name of function room |  |
| Parking arrangements |  |
| Dress code (eg casual, business, formal, black tie) |  |
| **ORGANISER DETAILS** |  |
| Name of organisation |  |
| CN internal events only: Approval of function/event  Provide name of Business Unit Manager/ Director |  |
| Contact name |  |
| Mobile |  |
| Email |  |
| **FUNCTION/EVENT SPECIFICS** | **DELETE AS NEEDED** |
| Name and mobile of person who will greet the LM   * Please include the meeting point |  |
| List of VIP’s (including titles) attending the event  (eg MPs, executives of your organisation etc) |  |
| Has the event received City of Newcastle funding? | **Y / N** If yes, please provide details |
| Can you provide background material, run sheet and/or an event program for the Lord Mayor’s information? | **Y / N** If yes, please return with this form |
| Will food be served (eg morning tea) at the event? | **Y / N** If yes, who will the LM be seated with? |
| Will any media be attending this event? If yes, will the Lord Mayor be requested to speak to media? | **Y / N** If yes, please provide details |
| Will the Lord Mayor be asked to perform a particular role (eg present an award, speak, cut ribbon)? | **Y / N** If yes, please provide details |
| Will the Lord Mayor be asked to give a speech or announcement?    If so, the following will be required:   * Time allocated for speech eg three mins. * Draft speech, including names and tiles of those to be acknowledged. * A run sheet confirming when the speech/announcement is to take place. * Media Release / other relevant documentation. | If yes, please provide:    **………** minutes allocated for speech  **Y / N** Draft speech / speaking notes attached    **Y / N** Run sheet, media release or other documents attached |

Please complete and return to [lordmayor@ncc.nsw.gov.au](mailto:lordmayor@ncc.nsw.gov.au)



Lord Mayor of Newcastle - Councillor Nuatali Nelmes

# Protocol Guidelines

Following numerous requests, the following guidelines are provided to assist you in planning the Lord Mayor’s attendance at your function:

* TITLE - The Lord Mayor is introduced as the “Lord Mayor of Newcastle, Councillor Nuatali Nelmes”. This applies to introductions to guests and in official programs and speeches.
* TITLE - Thereafter, the form of address can be either “Lord Mayor” or “Councillor Nelmes”, however be guided by what the Lord Mayor requests.
* SEATING - The Office of the Lord Mayor is that of the First Citizen of The City of Newcastle and representative of the people of the City, as such, where applicable, the Lord Mayor should be included in the official party and official seating.
* SEATING - when the Lord Mayor is not presiding, seating is usually on the right of the host (unless someone of higher standing is present, in which case the Lord Mayor is seated on the host’s left).
* ARRIVAL - Arrangements should be made for someone to greet the Lord Mayor upon arrival at your function.
* SPEECHES - The Lord Mayor is always willing to make either a formal or informal speech/ comment on behalf of your organisation and Newcastle City Council.
* SPEECHES – Formal remarks can include an official launch, opening or extending a Civic Welcome on behalf of the Citizens of Newcastle. NOTE: A draft speech or speaking notes, including the names of those to be acknowledged (as well as their titles) is to be provided. For shorter speeches, dot points of the relevant information may be suitable.