



## Rochford District Council

# Chairman's Visit: Guidance Notes

Thank you for inviting the Chairman of the Council to your event. In order to help you, I hope the following information will be useful to you:

## Addressing the Chairman

- ❑ The Chairman is Councillor Simon Smith and he should be addressed as "Chairman" or "Councillor Simon Smith".
- ❑ In writing: "The Chairman of Rochford District Council".
- ❑ If announcing the Chairman: "The Chairman of Rochford District Council, Councillor Simon Smith".
- ❑ The Chairman will often attend engagements alone, or may be accompanied by his partner. The only other person who would be with the Chairman is the Civic Chauffeur.

## Reception

- ❑ The Chairman will arrive at the time stated.
- ❑ A reserved parking space for the Chairman's car would be appreciated.
- ❑ The receiving officer named on the engagement form should be at the entrance to greet the Chairman.
- ❑ The receiving officer should introduce the Chairman to appropriate persons and arrange for the Chairman to be escorted at all times.

## Speeches

- ❑ If the Chairman has accepted an invitation to speak, please supply all relevant information.
- ❑ Please do not ask the Chairman to speak without prior notice.

If you have any queries, please call the Chairman's Secretary on 01702 318144

We are always pleased to receive copies of any digital photographs taken at events attended by the Chairman.

These can be e-mailed to [julia.Mitchell@rochford.gov.uk](mailto:julia.Mitchell@rochford.gov.uk)

We wish you every success with your function.